

State of Idaho Safety and Loss Control Program Model

Recommendations
of the Governor's
Statewide Safety and Loss Control Committee
as directed by
Executive Order No. 99-06

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http://www2.state.id.us/adm/insurance/handbook_summary.htm

NOTICE OF DISCLAIMER

Although significant efforts have been made to ensure that the recommendations and information contained in this model are accurate, no warranty or guarantee can be made by the Statewide Safety and Loss Control Committee, its membership, representatives, or any State agency concerning the accuracy or sufficiency of any recommendations or information in this model.

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STATEWIDE SAFETY AND LOSS CONTROL COMMITTEE
MISSION STATEMENT AND PROGRAM GOALS

MISSION STATEMENT

The mission of the Statewide Safety and Loss Control Committee is to facilitate continuous improvement of the safety and loss control process in Idaho State government.

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**STATEWIDE SAFETY AND LOSS CONTROL COMMITTEE
MISSION STATEMENT AND PROGRAM GOALS**

PROGRAM GOALS

The goals of the Statewide Safety and Loss Control Program are as follows:

1. To promote and emphasize the Governor's commitment to and support of the State's comprehensive safety and loss control policy;
2. To promote agency executive management's commitment to and support of agency safety and loss control programs;
3. To focus the efforts of the Statewide Safety and Loss Control Committee on such matters as workers' compensation insurance, auto physical damage, auto liability, and property/general liability safety and loss control programs;
4. To measure and evaluate the progress of selected agency safety and loss control programs;
5. To monitor and evaluate statewide loss trends and exposures to determine if they are being properly addressed and to ensure that accident prevention is emphasized;
6. To review the results of planned facility inspections by the Division of Building Safety, as well as agencies' own self-inspections, in order to assist agencies in addressing issues affecting safety, health, and loss control;
7. To encourage, support, and review the participation of State agencies in automobile fleet safety, particularly their participation in approved courses in defensive driving; and
8. To make recommendations to the Governor and the Legislature aimed at improving safety and loss control throughout Idaho State government.

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CHAPTER I – THE GOVERNOR’S SAFETY AND LOSS CONTROL POLICIES

1. EXECUTIVE ORDER 99-06

The State of Idaho’s Comprehensive Safety And Loss Control Policy (Executive Order 99-06) continues the State of Idaho’s emphasis to provide a safe and healthy working environment for State employees, as well as keeping the public and publicly owned property safe from injury or damage. The Order also sets forth standards to help each State agency to develop, maintain and monitor a comprehensive safety and loss control program.

Executive Order 99-06 also outlines the responsibilities of the Statewide Safety and Loss Control Committee, which has been formed to help State agencies accomplish the Governor’s Executive Order.

(Copy of Executive Order 99-06 begins on the following page)

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CHAPTER I – THE GOVERNOR’S SAFETY AND LOSS CONTROL POLICIES

**THE OFFICE OF THE GOVERNOR
EXECUTIVE DEPARTMENT
STATE OF IDAHO
BOISE**

EXECUTIVE ORDER NO. 99-06

CONTINUING STATE OF IDAHO COMPREHENSIVE SAFETY AND LOSS CONTROL
POLICY
REPEALING AND REPLACING EXECUTIVE ORDER NO. 98-02

WHEREAS, it is in the best interest of state employees, the general public and efficient operation of state government to have a commitment to safety and loss control; and

WHEREAS, the State of Idaho endeavors to provide a safe and healthy working environment for state employees and to protect the public and public property from injury or damage; and

WHEREAS, an effective Safety and Loss Control Policy provides additional benefits of improved productivity, employee confidence, lower insurance costs and improved worker morale; and

WHEREAS, an effective Safety and Loss Control Policy requires full management commitment, cooperation and leadership at all levels of state government;

NOW, THEREFORE, I, DIRK KEMPTHORNE, Governor of the State of Idaho, by the authority vested in me under the Constitution and Laws of this state, do hereby order as follows:

1. Each Department Director or other appointing authority will continue to develop, maintain, and monitor a systematic program of safety and loss control for each agency that will minimize the risk of injury or damage to: (a) the public employee, (b) the general public, (c) state property, (d) the ability of the agency to fulfill its mission and (e) the environment. The continued development, maintenance, and monitoring of a systematic program of safety and loss control should be a priority objective for each agency.
2. Each Department Director or other appointing authority will continue to ensure that potential new state employees are appropriately screened, that new employees are systematically and fully trained in safe work practices and the use of all equipment that they are expected to operate, that safe work practices are followed by all employees on the job, that all equipment used is properly maintained and used for its intended purpose,

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that proper personal protective equipment is worn when needed and that adherence to safety practices is a criterion in employee and supervisor performance evaluations.

3. Each Department Director or other appointing authority will continue to assume responsibility for reviewing loss reports and accidents involving bodily injury, or property or environmental damage, and to take corrective action to avoid future loss. Where appropriate, assistance from the agencies listed below should be requested to develop and implement appropriate corrective or preventive measures. Each Department Director or other appointing authority may delegate the authority to perform these duties to a safety officer or committee but shall remain responsible for the performance of the agency's safety and loss control program.
4. All buildings owned or maintained by any state government agency or entity, or which are constructed or renovated specifically for use or occupancy by any such agency or entity shall conform to all existing state codes, including but not restricted to, the Idaho General Safety and Health Standards, the state-adopted building code, the mechanical code and the fire code. If any conflict arises between applicable codes, the more stringent code shall take precedence. Prior to construction, or remodeling of buildings owned or maintained by the State of Idaho where appropriate, construction plans shall be reviewed and approved by the Division of Building Safety, the State Fire Marshal’s Office, and the Permanent Building Fund Advisory Council.
5. The following agencies shall continue to assist state agencies by offering the following services:
 - a. The Division of Building Safety shall inspect public buildings and places of employment, and enforce safety and sanitary conditions and practices.
 - b. The Office of the State Fire Marshal shall, through the local fire authorities, inspect public buildings and enforce fire and life safety provisions as contained within the Uniform Fire Code.
 - c. The State Insurance Fund shall assist in developing employee safety programs, through consultation with staff agency personnel, and provide detailed reports to agencies on their losses insured through the State Insurance Fund.
 - d. The Department of Administration, Bureau of Risk Management, shall, whenever needed or requested, assist agencies in developing their safety and loss control programs. The Department of Administration, Bureau of Risk Management, shall also assist agencies in obtaining other requested services in safety and/or loss control not mentioned above, including, but not limited to, general property and casualty loss control, and shall provide detailed reports to agencies on their losses insured through the Bureau of Risk Management.
 - e. The Division of Human Resources shall, within available resources, provide training for agency human resources supervisors and management personnel on employment law and practices that impact Safety and Loss Control, as well as develop specific training designed to help promote worker safety and reduce risk

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of liability, in response to data provided by the Statewide Safety and Loss Control Committee.

6. A Statewide Safety and Loss Control Committee shall be comprised of the Administrator of the Division of Building Safety, the Manager of the State Insurance Fund, the State Fire Marshal, the Director of the Department of Administration (who shall serve as Chairman of the Committee), or their designees, and other state agencies as deemed necessary. The purpose of the Committee shall be to:
 - a. Monitor and maintain a Statewide Safety and Loss Control Program model of a proactive nature supported by a system to track the progress of the program;
 - b. Develop strategies and standards to assist agencies with their safety programs;
 - c. Review statewide trends in losses and exposures and make cost-effective recommendations;
 - d. Aid in the coordination of the services available to maximize efficiency and reduce unnecessary duplication of inspections;
 - e. Coordinate the development of existing statewide resources related to safety and loss control activities and the sharing of those resources across all state agencies to provide safety and loss control outreach resource services.
 - f. On behalf of the Governor, periodically review the safety and loss control programs of selected agencies and recommend changes to improve the effectiveness of the programs;
 - g. Make recommendations to the Governor and Legislature on improving safety and loss control for state government;
 - h. Convene and meet on a quarterly basis, or more frequently if necessary, to plan, implement and review the Statewide Safety and Loss Control Program; and
 - i. Perform other related duties as may be requested by the Governor.

This Order repeals and replaces Executive Order No. 98-02.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Idaho at the Capitol in Boise the fifteenth day of July, in the year of our Lord nineteen

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hundred ninety-nine and of the Independence of the United States of America the two hundred twenty-fourth and of the Statehood of Idaho the one hundred tenth.

DIRK KEMPTHORNE
GOVERNOR

PETE T. CENARRUSA
SECRETARY OF STATE

This Order repeals and replaces Executive Order 98-02.

This Executive Order No. 99-06 may be accessed on the State of Idaho’s website at:

<http://www2.state.id.us/gov/execord/eo99/EO99-06.htm>

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2. EXECUTIVE ORDER 2000-04

Assignments Of All-Hazard Mitigation, Preparedness, Response And Recovery Functions To State Agencies In Support Of Local And State Government Prior To And During Emergencies And Disasters. Repealing And Replacing Executive Order No. 96-01, Assignments of All-Hazard Mitigation, Preparedness, Response, and Recovery Functions to State Agencies in Support of Local and State Government Prior to and During Emergencies and Disasters.

(Copy of Executive Order 2000-04 begins on the following page)

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**THE OFFICE OF THE GOVERNOR
EXECUTIVE DEPARTMENT
STATE OF IDAHO
BOISE**

EXECUTIVE ORDER NO. 2000-04

ASSIGNMENTS OF ALL-HAZARD MITIGATION, PREPAREDNESS, RESPONSE AND RECOVERY FUNCTIONS TO STATE AGENCIES IN SUPPORT OF LOCAL AND STATE GOVERNMENT PRIOR TO AND DURING EMERGENCIES AND DISASTERS.
REPEALING AND REPLACING EXECUTIVE ORDER NO. 96-01

WHEREAS, widespread disaster resulting from floods, fires, storms, earthquakes, hazardous materials, tornadoes, landslides, mudslides, drought, explosions, riot, hostile military actions, terrorism and the potential use of Weapons of Mass Destruction (WMD), or other catastrophe is an ever present possibility in the State; and

WHEREAS, Chapter 10, Title 46, Idaho Code requires the protection of lives and property of the residents of the State in any type of natural or man-made disaster emergency or threat that might conceivably confront the state; and

WHEREAS, local governments accomplish the primary delivery of emergency services in Idaho, and community volunteers including fire, ambulance, rescue, planning and training, deliver 85% of these emergency services; and

WHEREAS, the role of state government should be to support and enhance local community emergency response efforts, including focusing state agency activities on supporting regional and community needs throughout Idaho; and

WHEREAS, the Legislature has directed the development of such state disaster mitigation, preparedness, response, and recovery plans; and

WHEREAS, effective state mitigation, preparedness, response, and recovery planning requires the identification of functions that would be performed during such emergencies, and the assignment of responsibility for developing the capability to implement these plans;

NOW, THEREFORE, I, Dirk Kempthorne, Governor of the State of Idaho, by virtue of the powers and authority vested in me by the Constitution and laws of this State, and in accordance with the provisions of Sections 46-601 and 46-1008, Idaho Code, do hereby assign emergency mitigation, preparedness, response, and recovery functions to the various agencies. Each department and agency with essential functions, whether expressly identified in this Order or not, shall:

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I. COORDINATING INSTRUCTION

A. Office of the Adjutant General, Chief, Bureau of Disaster Services

1. Coordinate emergency management activities of all state agencies on behalf of the Governor. (Section 46-1006, Idaho Code).
2. Provide executive supervision and policy guidance to the state Director/Coordinator, Bureau of Disaster Services.
3. Order into active service of the state, the National Guard or any part thereof as directed by the Governor in the event a state of an extreme emergency is declared. (Section 46-601, Idaho Code).
4. Chair the State Domestic Preparedness Council for the purpose of developing a single cohesive strategy for the use of federal terrorism and WMD grants awarded to the State of Idaho.

B. State Director, Bureau of Disaster Services

1. Coordinate state and federal emergency response, recovery and mitigation operations during emergencies and disasters. Provide technical support to local jurisdictions involved in local emergencies and disasters that do not require state human and material resources.
2. Establish and maintain a State Emergency Operations Center for directing the coordination of emergency operations.
3. Develop and coordinate the preparation and implementation of plans and programs for mitigation to prevent or reduce the harmful consequences of disasters in accordance with Section 46-1006(1), Idaho Code.
4. Ensure state and local preparedness, response and recovery plans are consistent with national plans and programs. Ensure state agency plans are consistent with the state’s emergency management goals and procedures.
5. Coordinate mutual support between the state government and federal agencies.
6. Coordinate all requests from state and local governments for disaster emergency assistance.
7. Coordinate the use of state emergency communications and warning systems. Develop, administer and integrate the state Radio Amateur Civil Emergency Service (RACES) and other volunteer communications programs into a state system or network in accordance with Section 46-1013, Idaho Code.
8. In coordination with the Governor’s Press Secretary and/or Communications Director, coordinate and administer the Public Information Emergency Response (PIER) Team program in support of

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state and local emergency and disaster public information preparedness, emergency evacuation, response and recovery objectives.

9. Function as the single point of contact with the National Domestic Preparedness Office for terrorism issues. Coordinate the integration of state terrorism and WMD plans into annexes in the State Emergency Operations Plan.

II. GENERAL ASSIGNMENTS

Each State Agency will:

- A. Appoint at least one state agency emergency coordinator to train, exercise and participate in the State Emergency Management Program to facilitate emergency support and logistics in response to emergencies and disasters. Larger departments will, by necessity, need to appoint subdivision emergency coordinators to report to the agency emergency coordinator. Provide the names, addresses and phone numbers of agency emergency coordinators to the Bureau of Disaster Services.
- B. Develop and maintain disaster emergency operations plans to carry out the agency’s response and recovery support functions. Agency plans will assign disaster emergency duties to all subdivisions and personnel. Plans will be kept current and a copy placed on file in the office of the Bureau of Disaster Services. Each state agency is required to develop and maintain a business resumption plan that explains how the agency will resume business if components of the agency are damaged by natural or man-made disaster. A copy of the current business resumption plan should be kept on file at the Bureau of Disaster Services in case the state infrastructure is affected by disaster or terrorism.
- C. During normal daily operations, agencies should notify the Bureau of Disaster Services of any significant event, incident, emergency or disaster, impacting the ability of government to provide public services within the State of Idaho. The Bureau of Disaster Services will notify the Governor’s office through the Adjutant General, Chief, Bureau of Disaster Services.
- D. Assign appropriate personnel to the State Emergency Operations Center when requested by the Bureau of Disaster Services. Activation of the State Emergency Operations Center may require involvement of agency directors, emergency coordinators, and other agency personnel.
- E. Provide coordination assistance and support during disaster and emergency operations as required by the Idaho Emergency Operations Plan and the Federal Response Plan. Agency support will include making resources and facilities available for essential emergency use.
- F. Grant and/or use waivers in accordance with the applicable provisions of the Idaho Code for necessary disaster emergency response and recovery operations.
- G. Provide full cooperation and support to those agencies that are assigned specific primary support roles in disaster mitigation, preparedness, response and recovery activities.
- H. When requested, provide agency incident reports to the Bureau of Disaster Services describing the reporting agency’s disaster emergency activities including the area of impact, impact on life and property, level of an agency’s commitment, requests for assistance from

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local government, federal agencies participating in response or recovery, and resource shortfalls. Agency incident reports should be provided at least once every 24 hours in coordination with other Bureau of Disaster Services situation reporting requirements.

- I. Upon request and/or upon completion of emergency and disaster operations, compile and submit financial reports in the format designated by the Bureau of Disaster Services that accurately reflect the costs to your agency for providing emergency services. Expenditures will include costs for staff time, travel, major supplies and equipment, and costs, which are a direct result of emergency management activities.
- J. Provide supporting data for federal assistance applications and other mitigation, preparedness, response and recovery activities when requested by the Bureau of Disaster Services.
- K. Train divisional personnel to meet state emergency response and recovery objectives as coordinated by the Bureau of Disaster Services.
- L. Support the coordination of emergency services training through the Bureau of Disaster Services Training Advisory Board. When possible, coordinate training in emergency services for state agency employees, agents or volunteers with the Division of Professional-Technical Education. The Division shall provide information on that training to all interested agencies to enable those other agencies to participate in that training; thereby benefiting from the cost savings of a consolidated and coordinated statewide training program for all state emergency service agencies.
- M. Coordinate any agreement or memorandum of understanding that incorporates emergency or disaster mitigation, preparedness, response, and recovery functions with the Bureau of Disaster Services. Such agreements or understandings will be integrated as part of the State Emergency plan.
- N. Provide Public Information Officers for Bureau of Disaster Services public information officer training and exercises in preparation for disaster response and recovery operations.
- O. Public Information Officers of each state agency are collaterally assigned to the state’s PIER Team Program during emergencies and disasters. PIER Team members provide a level of public information expertise not otherwise available to state and local jurisdictions. Public Information Officers will train and exercise quarterly under the auspices of the Bureau of Disaster Services. When emergencies and disasters occur, PIER Teams will be deployed, when necessary, to the State Emergency Operations Center, Joint Information Centers, field support offices and/or local jurisdictions.

III. SPECIFIC ASSIGNMENTS

A. OFFICE OF THE ATTORNEY GENERAL

- 1. Provide legal advice and assistance to all executive officers of state government and to all offices or agencies of the state regarding any question of law relating to their respective functions.
- 2. Provide consumer protection advice and assistance in response and recovery phases of a disaster.

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B. DEPARTMENT OF ADMINISTRATION

1. Prepare communication and warning studies to improve emergency communications, and assist in the development and implementation of disaster emergency plans for use of all non-military communications and warning systems within the state.
2. Assist other state and local agencies in procuring communications and warning equipment required to fulfill emergency responsibilities. Maintain an inventory and coordinate the availability of mobile and portable radios between state agencies.
3. Promote and develop mitigation strategies to prevent or reduce damage as a result of disasters for state owned or leased buildings and structures in coordination with the State Hazard Mitigation Officer at the Bureau of Disaster Services, the Idaho Department of Transportation and the Division of Building Safety.
4. Provide personnel for damage assessment and damage survey teams in cooperation with the Idaho Transportation Department and Division of Building Safety.
5. Supervise and coordinate the procurement of construction equipment and personnel as it pertains to essential facilities, housing and sanitation in conjunction with the Idaho Transportation Department.
6. Provide state and local governments with emergency contractual assistance and guidance.
7. Provide for the expanded security of the Capitol Mall Complex and state-owned or leased facilities, when required.
8. Coordinate with all state agencies to provide administrative support to the Bureau of Disaster Services when the state EOC is activated. Administrative personnel may be required to work 12-hour shifts to support disaster emergency response and recovery operations. With the concurrence of the Bureau of Disaster Services, following a fiscal evaluation, the Department of Administration may engage administrative support labor through temporary services agencies for a limited period of time.
9. Assist in meeting agency needs relative to losses of state properties and or liability coverage, assignment of adjusters and submission of claims. Submit copies of claims against the State of Idaho as a result of a disaster to the Bureau of Disaster Services.

C. DEPARTMENT OF AGRICULTURE

1. Act as the primary support agency for mitigation, preparedness, response and recovery activities as they pertain to agricultural issues.

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2. Act as the primary support agency for securing information concerning agricultural issues during disaster emergencies.
3. Coordinate with local officials for the evacuation of domestic livestock and other animals, and the establishment of an evacuation reception area for appropriate animal care.
4. Coordinate feeding requirements and care arrangements for livestock and other animals evacuated, lost, or abandoned as a result of disaster.
5. Coordinate dead animal removal.
6. Assist with incident response and recovery activities when chemicals, including pesticides, chemical agents and biological agents are suspected or involved.
7. Provide technical assistance concerning livestock health, disease control and preventive medicine.
8. Facilitate the distribution of medical supplies for livestock and other animals.
9. Inspect feed to ensure it is safe for livestock consumption.
10. Provide toxicological and other technical data on pesticides, fertilizers, plant and soil amendments and other chemicals to response personnel and the public.
11. Assist with the disposal of unusable pesticides, fertilizers and plant or soil amendments and help coordinate the transportation of these materials.
12. Provide personnel for damage assessments of commodity warehouses, potato storage facilities, livestock waste lagoon and/or soil sediment pond breaks.
13. Provide programmatic assistance through the Idaho State Department of Agriculture (ISDA) and the State Soil Conservation Commission (SCC) for resumption of agricultural practices and Best Management Practices (BMP) for environmental and economic well being of the state.
14. Provide trained ISDA/SCC personnel for agricultural and conservation damage assessment damage survey teams on private and state lands.

D. STATE CONTROLLER

1. Initiate the warrant payment process in order to fulfill fiscal obligations resulting from goods and services supplied by state agencies during emergency response and recovery operations.
2. Fulfill fiscal obligations to the extent possible that monies exist in the state treasury.
3. During state response to emergencies and disasters, advise the Division of Financial Management and the Bureau of Disaster Services any time the

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disaster emergency account is inadequate to meet obligations and expenses provided by Section 46-1005A, Idaho Code.

E. DEPARTMENT OF COMMERCE

1. Act as the primary support agency for mitigation, preparedness, response and recovery activities related to economic injury/losses as a result of disasters.
2. Provide an economic impact analysis of the effects of disasters or emergencies when requested by the Bureau of Disaster Services or other state agencies.
3. Provide assistance to local government as coordinated by the Bureau of Disaster Services.

F. DEPARTMENT OF CORRECTIONS

1. Provide personnel for emergency response and recovery assistance.

G. STATE BOARD OF EDUCATION

1. State Department of Education
 - a) Coordinate the development of emergency disaster plans for all local school district buildings to ensure the safety of school populations in time of emergency.
 - b) Assist local school districts and other qualifying agencies to develop a policy for the use of buses in an emergency.
 - c) Prior to and after disasters affecting school facilities, promote mitigation activities to reduce the risk from structural and nonstructural hazards in school facilities in coordination with the State Hazard Mitigation Officer at the Bureau of Disaster Services.
 - d) Assist in coordinating activities for damage assessments and damage surveys for school facilities.
 - e) Provide personnel to assist with damage assessment of public school facilities.
 - f) Coordinate the utilization of school facilities for reception, shelter and mass feeding during natural or man-made disasters.
2. The Office of the State Board of Education
 - a) Coordinate the development of emergency disaster plans for colleges, universities and area vocational-technical facilities to ensure the safety of school populations in time of emergency.
 - b) In coordination with the State Hazard Mitigation Officer at the Bureau of Disaster Services, promote mitigation activities to reduce the risk from structural and nonstructural hazards in colleges, universities and area vocational-technical facilities.

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- c) Assist in coordinating activities for damage assessments and damage surveys for higher educational and area vocational-technical facilities.
 - d) Provide personnel to assist damage assessment of colleges, universities and area vocational-technical facilities.
 - e) Coordinate the utilization of colleges, universities and area vocational-technical facilities for reception, shelter and mass feeding during natural or man-made disasters.
 - f) Provide academic personnel for assessment of hazards and for coordinating the activities of investigators for scientific research.
- 3. Idaho State Historical Society/State Historic Preservation Officer
 - a) Promote mitigation activities to reduce the potential loss of the state’s historic and cultural resources as a result of natural hazards.
 - b) In coordination with the Bureau of Disaster Services, conduct damage assessments, surveys and reviews of historic and cultural resources in areas affected by disasters.
 - c) Coordinate activities under Section 106 of the National Historic Preservation Act concerning emergency repairs and recovery projects in those areas affected by disasters.

H. IDAHO DEPARTMENT OF LABOR

- 1. Report the number of unemployed individuals as a result of a disaster emergency to the Bureau of Disaster Services.
- 2. Provide unemployment insurance claims service for disaster victims.
- 3. Provide re-employment assistance to unemployed individuals affected by a disaster emergency.

I. DEPARTMENT OF FISH AND GAME

- 1. Provide personnel to be used as auxiliary police during emergencies.
- 2. Assist in search and rescue operations.
- 3. Assess environmental impact of proposed emergency operations and suggest alternative methods or actions to minimize environmental damage.
- 4. Provide personnel for damage assessment and damage survey teams.
- 5. Provide emergency communications.

J. DEPARTMENT OF HEALTH AND WELFARE

- 1. Coordinate emergency medical and health services throughout the state. Such responsibilities include development of general plans for public health and sanitation; emergency medical assistance; identification and

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mortuary services; mass care and feeding management; crisis counseling; emergency social services; evacuation of sick and injured; and use of hospitals and other medical facilities.

2. Support implementation of the state’s Individual and Family Grant, Crisis Counseling and Community Relations programs during a presidentially declared disaster under the auspices of the Bureau of Disaster Services.
3. Provide damage assessment and survey team personnel for health and welfare-related functional activities.
4. Provide food stamp and disaster welfare services.
5. Provide staff personnel to work in the State Emergency Operations Center and field support centers. Provide personnel to work in the Disaster Field Office during federally declared disasters.
6. Develop a plan for use of personnel and equipment on a regional basis.
7. Through the Emergency Medical Services/State Communications, monitor the National Warning System (NAWAS) until relieved by the Bureau of Disaster Services. Provide emergency communications support, as coordinated by the Bureau of Disaster Services.

K. DIVISION OF ENVIRONMENTAL QUALITY

1. Assess supplies of potable water and coordinate portable water resources with other state agencies.
2. Assess environmental impact of proposed emergency operations and suggest alternative methods or actions to minimize environmental damage.
3. Provide staff personnel to work in the State Emergency Operations Center, and/or field support offices. Provide personnel to work in the Disaster Field Office during federally declared disasters.
4. Develop a plan for use of personnel and equipment on a regional basis.

L. DEPARTMENT OF INSURANCE

1. Provide insurance counseling services for disaster victims.
2. Prepare required insurance certifications for federal disaster assistance.
3. Provide personnel to perform fire and explosion investigations and to assist with prosecution as required. Provide personnel to perform building inspections with regard to fire safety appliances and nonstructural built in fire protection.

M. DIVISION OF BUILDING SAFETY

1. Provide personnel for damage assessment and damage survey teams.

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2. Promote and develop mitigation activities in conjunction with the Departments of Administration and Education and the Bureau of Disaster Services.

N. IDAHO NATIONAL ENGINEERING AND ENVIRONMENTAL
LABORATORY OVERSIGHT PROGRAM (INEEL-OP)

1. Act as the primary technical support agency to the Bureau of Disaster Services for mitigation, preparedness, response and recovery activities as they pertain to all radiological issues.
2. Perform radiological hazard assessment and dose evaluations, dispersion/dose modeling, and protective action guideline development in support of state preparedness and response to radiological releases from INEEL.
3. Coordinate state and local emergency planning efforts concerning INEEL radiological hazards with the Bureau of Disaster Services.
4. Perform as state technical liaison to the U.S. Department of Energy, the U.S. Nuclear Regulatory Commission, and the U.S. Environmental Protection Agency for radiological emergencies involving regulated materials and U.S. Department of Energy facilities and transportation.
5. Provide radiation control and protection guidance and support to all state and local emergency responders upon request.
6. Upon request of the Bureau of Disaster Services, provide radiological monitoring using specialized instrumentation and coordinate emergency sample analysis with Idaho State University.
7. Assist the Bureau of Disaster Services in updating the INEEL Fixed Nuclear Facility Emergency Response Plan.

O. DEPARTMENT OF LANDS

1. Develop and direct the state’s mitigation, preparedness, response and recovery activities for state endowment lands.
2. Cooperate with federal, state, and local governments in developing plans for and directing activities relating to the prevention and control of wild land and urban/wild land interface fires.
3. Develop plans and direct activities for the emergency protection, management and utilization of land resources, under the Department of Land’s jurisdiction.
4. Provide emergency communications assistance.
5. Provide personnel for damage assessment, and damage survey teams.
6. Provide operations personnel in the State Emergency Operations Center, and/or field support offices. During federally declared disasters, provide

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personnel in the State Operations Section of the Disaster Field Office, when requested.

7. Develop, coordinate and maintain a statewide Fire Service and Rescue Emergency Mutual-Aid Plan. Provide a copy of the Fire Service and Rescue Emergency Mutual-Aid Plan to the Bureau of Disaster Services.

P. DEPARTMENT OF LAW ENFORCEMENT

1. Develop and direct mitigation, preparedness and response programs for civil disorder and terrorism.
2. Provide for the safety and protection of personnel including the evacuation, warning, scene protection and traffic control in conjunction with Idaho Transportation Department.
3. Coordinate all requests for additional state law enforcement.
4. Coordinate with the Bureau of Disaster Services for response and recovery disaster operations in and around crime scenes.
5. Operate a statewide emergency communication system, which may be designated as a primary system during emergencies and disasters.
6. In coordination with the Bureau of Disaster Services, alert state agencies and local governments of impending threats.
7. Enforce statewide emergency traffic controls and evacuation plans.
8. Provide damage assessment and information on disaster incidents to the Bureau of Disaster Services.
9. Provide brand inspection personnel to determine ownership of animals.
10. Assist in search and rescue operations.
11. Develop a plan for use of personnel and equipment on a regional basis.
12. Provide specially trained officers with radiological monitoring equipment to conduct monitoring as coordinated by Bureau of Disaster Services.
13. Conduct required weekly and monthly tests of the State’s Emergency Alert System within the prescribed time limits to meet volunteer broadcaster requirements. Provide public warnings when notified by the Bureau of Disaster Services and/or local public officials.

Q. DEPARTMENT OF PARKS AND RECREATION

1. Provide lands and facilities as mass care and feeding centers during emergencies and disasters.
2. Provide personnel for damage assessment and damage survey teams.

R. STATE TAX COMMISSION

1. Provide tax-counseling services for disaster victims as coordinated by the Bureau of Disaster Services.

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S. DEPARTMENT OF TRANSPORTATION

1. Provide engineering support to the Bureau of Disaster Services for emergency planning and mitigation including: storms, avalanches, landslides, mudslides and volcanic eruptions, earthquakes and natural and man-made disasters.
2. Develop a plan for use of personnel and equipment on a regional basis.
3. Provide debris removal services and resources as coordinated by the Bureau of Disaster Services.
4. Provide engineering services and resources, for the repair and maintenance of state highways, bridges and airfields.
5. Develop, implement, and manage new emergency highway traffic regulations that may be required as a result of the emergency or disaster.
6. Coordinate the use of state aviation assets and aviation activities and assist the Bureau of Disaster Services with the coordination of requests for restricted air space over emergency and disaster areas.
7. Provide aviation resources for evacuation, search and rescue operations, and aerial radiological monitoring as coordinated by the Bureau of Disaster Services.
8. Operate a statewide emergency communications system, which may be designated as an alternate emergency communications system during an emergency.
9. Activate “Plan Bulldozer” when requested by the Bureau of Disaster Services.
10. Provide specialized heavy construction and transport equipment with operators as coordinated by the Bureau of Disaster Services.

T. DEPARTMENT OF WATER RESOURCES

1. Develop mitigation, preparedness and response programs for flood, drought, and energy shortages in concert with the Bureau of Disaster Services.
2. Conduct dam safety inspections and supervise dam safety practices during times of flooding or imminent failure.
3. Advise the Bureau of Disaster Services of impending emergency conditions such as imminent failure or other conditions involving dam safety.
4. Coordinate operation of water structures to minimize flood damage. Ensure emergency maintenance and repairs are performed to protect life and property during impending or actual occurrence of a disaster.

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5. Establish procedures to grant stream channel protection waivers to entities involved in emergency flood fight situations and when channel work is necessary on an emergency basis to protect life and property.
6. Assist agencies and individuals in obtaining emergency authorization from the U.S. Army Corps of Engineers, under Public Law 92-500, to conduct flood control activities in waterways.
7. Provide personnel for damage assessment and damage survey teams.
8. Provide assistance in finding and obtaining alternative water supplies during drought.
9. Assist the Division of Environmental Quality in assuring adequate supplies of potable water.
10. Provide emergency communications, as coordinated by the Bureau of Disaster Services.

U. PUBLIC UTILITIES COMMISSION

1. Assist with energy shortage mitigation, preparedness, response and recovery.

V. DIVISION OF FINANCIAL MANAGEMENT

1. Coordinate and develop a fiscal impact analysis on the effects of a disaster emergency upon request by the Bureau of Disaster Services.

W. IDAHO GEOLOGICAL SURVEY

1. Formulate and direct the state’s geologic hazard reduction effort by providing hazard identification, analysis and mapping of the geologic threats.
2. Provide representatives for damage assessment, damage survey, and hazard mitigation teams, for events that involve geologic hazards.
3. Coordinate the activities of geologists, scientists and researchers attempting to study natural hazard events including those invited by the State of Idaho as well as those who respond independently to conduct scientific research and evaluations. Inform the Bureau of Disaster Services of the status of coordination efforts.

X. MILITARY DIVISION

1. National Guard:
 - a) Provide military support to civil authorities during a disaster emergency in accordance with federal and state laws and regulations.
 - b) Provide specific guidance as required for emergency preparedness planning and programming for state military forces.

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- c) Establish a statewide military emergency communications system. During emergencies, maintain communications between the State Emergency Operations Center and State Joint Military Command Post. Develop a capability for utilization of radio communications between the state military forces, state highway districts, and civil law enforcement agencies. Provide a mobile communications center for joint military/civil use as required at the scene of operations during emergencies.
 - d) Provide logistical assistance to state damage assessment and damage survey teams, as well as Disaster Field Office operations.
- 2. Bureau of Disaster Services
 - a) Assist local governments with the development of all-hazard mitigation, preparedness, response, and recovery plans, training and exercises.
 - b) Administer federal programs for disaster emergency planning and assistance pertinent to state and local governments.
 - c) Provide training and exercising of the State Emergency Plan and Federal Response Plan.
 - d) Provide training for state agency personnel in mitigation, preparedness, response and recovery operations.
 - e) Administer the State’s Emergency Alert System in accordance with Section 46-1013, Idaho Code. Collaborate with volunteer broadcasters to facilitate a viable and effective statewide alert system using commercial radio, television, cable television, and other such systems that will alert citizens to impending natural and man-made disasters, when feasible.
- 3. Bureau of Hazardous Materials
 - a) Regularly review and revise the Idaho Hazardous Incident Command and Support Plan used by state agencies to provide state assistance for hazardous materials emergencies in Idaho.
 - b) Coordinate state and federal emergency response efforts for hazardous materials incidents.
 - c) Provide technical assistance to emergency response agencies in recovering hazardous materials emergency response costs under state and federal statute.
 - d) Administer and coordinate the five state-sponsored hazardous materials regional response teams. (Coeur d’Alene, Lewiston, Nampa-Caldwell, Boise, and Pocatello).
 - e) Foster an improved emergency response capability among emergency responders throughout the State of Idaho.

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- f) Develop and regularly evaluate and revise an annex to the State Emergency Plan for response to incidents involving WMD.
- g) Coordinate federal training opportunities under the Office of Justice Programs and the Department of Energy for response to incidents of WMD.

Y. COMMISSION ON AGING

- 1. Arrange for representation in the Disaster Application Center when requested.
- 2. Provide information on the effects of the disaster emergency on the elderly.
- 3. Develop area-wide plans for the following:
 - a) Assessing the needs of the elderly and homebound elderly.
 - b) Coordination of senior services through the Area Agencies on Aging during natural or man-made disasters.
 - c) Providing information/assistance to their clientele and the public.
 - d) Utilization of senior citizen centers for shelter, mass feeding and rest centers.
 - e) Identification of homebound isolated elderly clients.

Any emergency preparedness function under this Order or parts thereof may be transferred from one governmental agency to another with the consent of the heads of the agencies involved and with the concurrence of the Chief, Bureau of Disaster Services. The Chief, Bureau of Disaster Services, may assign any new emergency preparedness function to the head of a governmental agency by mutual consent.

The head of each governmental agency is hereby authorized to delegate the functions assigned to him or her by this Order.

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IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Idaho, at Boise, the Capital, the twentieth day of April, in the year of our Lord two thousand, and of the Independence of the United States of America the two hundred twenty-fourth, and of the statehood of Idaho the one hundred tenth.

DIRK KEMPTHORNE
GOVERNOR

PETE T. CENARRUSA
SECRETARY OF STATE

This Order repeals and replaces Executive Order 96-01.

This Executive Order No. 2000-04 may be accessed on the State of Idaho’s website at:

http://www2.state.id.us/gov/mediacenter/execorders/eo00/eo_2000_04.htm

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3. EXECUTIVE ORDER 2001-13

This Governor’s Executive Order was issued to help outline the State of Idaho’s responsibilities to its citizens prior to, during and after a terrorist action. Its intent is to insure all State governmental agencies are prepared for the possibility of a terrorist attack, are able to continue operating in the event of such an occurrence, and are capable of providing the support to local and other State governments as outlined in Executive Order 2000-04.

(Copy of Executive Order 2001-13 begins on the following page)

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**THE OFFICE OF THE GOVERNOR
EXECUTIVE DEPARTMENT
STATE OF IDAHO
BOISE**

EXECUTIVE ORDER NO. 2001-13

**STATE GOVERNMENT RESPONSIBILITIES FOR ANTI-TERRORISM
SUPPORT REQUIREMENTS OF STATE GOVERNMENT AGENCIES
PRIOR TO, DURING, AND AFTER TERRORIST ACTION**

WHEREAS on September 11, 2001, the United States was struck by acts of international and domestic terrorism; and

WHEREAS, the State of Idaho has existing legal infrastructure, plans and policies in effect, including the State Disaster Preparedness Act and Executive Order 2000-04, which serve as the basis for the State's initiatives to protect and defend against terrorist acts and the use of Weapons of Mass Destruction (WMD); and

WHEREAS, the events of September 11, 2001, have necessitated a heightened state of awareness and focus on terrorist activity and the State's commitment of resources to protect Idaho's citizens, property, infrastructure, commerce and continuity of state government; and

WHEREAS, in light of the events of September 11, 2001, there is an urgent need for the State of Idaho to cooperate and coordinate with cities, counties and private sector entities in addition to the federal government, should acts of terrorism or the use of WMD be planned or actually occur in Idaho; and

WHEREAS, it is essential that Idaho's existing disaster preparedness planning be assessed, evaluated, and, if necessary, realigned in order to ensure that the State is well equipped to anticipate and respond to acts of terrorism and the use of WMD;]

NOW, THEREFORE, I, Dirk Kempthorne, Governor of the State of Idaho, by virtue of the powers and authority vested in me as Governor and Commander-in-Chief by the Constitution and laws of this State, do hereby order:

1. That the Adjutant General of the Idaho National Guard (Chief of the Bureau of Disaster Services and Commanding General) is the Governor's designated and authorized coordinator of this state's heightened terrorism initiative and will chair the State Domestic Preparedness Council.
2. That the Director of the Idaho State Police is the Governor's designated and authorized associate coordinator and will work in concert with the Adjutant General.

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3. That the State Domestic Preparedness Council is the Governor's designated and authorized entity to implement and execute the provisions of this order. Any additions to the existing membership of the Council will be appointed by the Governor.
4. That each State department and agency review and assess their disaster preparedness obligations under the State Disaster Preparedness Act and Executive Order 2000-04 to ensure that their disaster planning includes specific contingencies for acts of terrorism and the use of WMD.
5. That each State Department and agency review and assess their disaster preparedness obligations under the State Disaster Preparedness Act and Executive Order 2000-04 to ensure that there is adequate cooperation with the federal government, local government, and the private sector in the instance of acts of terrorism and the use of WMD.
6. That each State Department and agency reviewing and assessing their disaster preparedness obligations pursuant to this executive order report within 45 days of the issuance of this order to the Office of the Adjutant General the results of their assessment and review, and, if appropriate, changes to their disaster management plans.

Elected State Constitutional officials and officers of the legislative and judicial branches of Idaho State government are requested to participate and cooperate by reviewing their respective disaster preparedness obligations under the State Disaster Preparedness Act and Executive Order 2000-04 to ensure that their disaster planning includes specific contingencies for acts of terrorism and the use of WMD.

The head of each governmental agency is hereby authorized to delegate the functions assigned to him or her by this Order.

This order shall take effective immediately upon its execution and cease to be effective four years after its entry into force.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Idaho at the Capitol in Boise on this twenty-seventh day of September

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in the year of our Lord two thousand and one and of the Independence of the United States of America the two hundred twenty-fifth and of the Statehood of Idaho the one hundred eleventh.

DIRK KEMPTHORNE
GOVERNOR

PETE T. CENARRUSA
SECRETARY OF STATE

This Executive Order No. 2001-13 may be accessed on the State of Idaho’s website at:

http://www2.state.id.us/gov/mediacenter/execorders/eo01/eo_2001_13.htm

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**CHAPTER II – DEVELOPING AN EFFECTIVE
SAFETY AND LOSS CONTROL PROGRAM**

1. DEVELOPING A SAFETY AND LOSS CONTROL PROGRAM; AN OVERVIEW

When safety and loss control is not your primary responsibility, it can seem a daunting task. Developing an effective safety and loss control program takes commitment and consistency over time. Making one change may not be the answer to eliminate all of the potential risks in your agency. Often it will take some trial and error to find exactly what the best method is for your agency to reduce the risk of injury to people or damage to property.

Of course, without **management commitment** very few safety and loss control programs will stand the course of time. When the Director of an agency is committed to assuring employees have a safe place to work, expects employees to work safely, and encourages consistent safe behavior, injuries to employees, the public and/or damages to public or private property will be minimal. This takes time and patience. When safety is integrated into the work environment as a part of doing business, employees will also begin to expect to perform their jobs in a safe and hazard free manner. They will take the responsibility to include safety as part of every operation and every task conducted – because they know how important it is to their management and for themselves. It is also “the right thing to do.”

General risk management principles can provide some guidance in developing your safety and loss control program by using a five (5) step process to assessing potential areas of a risk.

- A. The first step to insure a safe environment is to **identify** where and how losses, injuries or potential damages might occur. Although most of us associate employee on-the-job injuries as the major area of cost to productivity and profitability, we encourage you to look at the overall operation of your agency for potential losses (energy efficiency, office supply management, etc.). Identifying these areas of potential loss, injury or damage may be as simple as recognizing that some employees may be exposed to air pollutants, while others may experience ergonomic problems. It could be that the building your office resides in may not have fire protection readily available or it is not on an energy efficient program. Perhaps the fire exits are blocked for some reason, or the electrical system is overloaded. Likely it will not be just one situation, but a combination of several that will contribute to loss, injury or damages. Initially, this process can take time and effort, but it is worth it.
- B. Once you have identified potential problems, **analyze and evaluate** the exposure(s) to determine if alternative measures can be implemented that will reduce the potential for loss. Analyzing the process to determine how and why it is currently done this way is important to evaluate if other methods or ways to accomplish the end result are possible. (“BECAUSE WE HAVE ALWAYS DONE IT THIS WAY” – should not be an acceptable answer.) Many rely on employee training as a way to reduce loss, but it may not be the only way or the best way to insure a safe environment. It may be more effective to change the way a task is done or how a commodity is received and handled than it will be to change employee behavior.

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- C. **Implement** the training or changes to the operation. With management commitment, consistent training to provide employees knowledge of areas that can create potential injury or damage and how to reduce it will enable employees to work safely.
- D. Finally, **monitor** how effective these changes have been. If they work, don't fix them. However it is important to keep in mind that nothing stays the same forever. Changes to the daily operations of your agency or a physical change, such as a remodel to the floor plan, can create new hazards. Keep monitoring the effectiveness of the training or program that has been implemented periodically and don't be afraid to change it.
- E. Additional Considerations:

If you are involved with the decision making process for bringing new and improved tasks or programs to the workplace, changes in the way the overall operations of your agency are being done or physical changes to the building, consider safety and loss control first.

- (1) Ask yourself these three questions.
 - (a) How will this affect the employees who will work with it?
 - (b) Will the public be adversely affected?
 - (c) Could the building be exposed to additional hazards that were not considered when the building was constructed?
- (2) If the answer to any one of these questions is yes, it may be an ideal time to bring in additional resources or evaluate other alternatives.

One person alone cannot develop an effective safety and loss control program. It takes partners. Talk with employees. Find out if the person who does the task everyday would change things to reduce physical stress or prevent a possible injury. Are there other areas that employees feel unsafe in? Many factors should be reviewed and evaluated so the big picture can be seen clearly, including previous loss history and establishing probabilities of future risk.

Before implementing changes, review them with the Deputy Attorney General for your agency or other state resources that may be appropriate. Talk with senior management (Administrator and/or the Director) and ask for their commitment and support.

The following sections in this program model have been developed as a guide to help you identify, analyze and evaluate, implement and monitor safety and loss control concerns within your agency. Generally these areas have been identified as affecting most agencies and are of common concern throughout the State of Idaho.

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Your agency is unique; therefore, the Statewide Safety and Loss Control Committee also encourages you to use some or all of, but not limited to, the following resources to further your safety and loss control effort.

- A. State Fire Marshal: Fire systems, evacuation programs;
- B. State Insurance Fund, Risk Management Consultants: Workers Compensation;
- C. Department of Administration, Loss Control Specialist: Property and Liability concerns;
- D. Division of Building Safety: State of Idaho code review and physical inspection for compliance;
- E. Bureau of Disaster Services: Planning for a major disaster or act; or
- F. Division of Human Resources: Training.

2. MANAGEMENT COMMITMENT AND MANAGEMENT LEADERSHIP

Executive Order 99-06 charges each department director or other appointing authority with the responsibility to develop, maintain and monitor a systematic program of safety and loss control for each agency that will minimize the risk of injury or damage to the public, public property and State employees.

3. DEVELOPING THE BACKBONE OF A SAFETY AND LOSS CONTROL PROGRAM

It is recommended each agency establish overall commitments and policies relating to safety and loss control. This should be a group (committee) effort between upper management and other key staff members within the agency. The committee should act to identify, analyze and evaluate, provide authority for implementation, and monitor the safety and loss control program.

A. Issue a Policy Statement in Favor of Safety and Loss Control to All Employees

Once the committee is formed, a policy statement should be issued to employees by upper management emphasizing the importance of safety and its commitment to create a safe environment for employees, the public and public buildings. This policy should also discuss the importance of safe behavior and that management expects every employee to work in a safe manner.¹

¹ Sample Safety Policy Statement No. 1, see Chapter II, Section 4.; Sample Safety Policy Statement No. 2, see Chapter II, Section 5.

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B. Establish Authority, Responsibility, and Accountability

It is recommended that middle-management employees be given the authority to take measures to reduce or eliminate safety and loss control problems that fall within their area of responsibility.

In addition, we recommend that each agency's safety and loss control program assign responsibilities to employees. Each agency's safety and loss control program should also specifically identify the responsibilities of safety coordinators, department heads, supervisors, and employees serving on committees.

Because first-line supervisors are key to any effective safety and loss control program, they should be made aware of their responsibilities under the agency's program, and they should be held accountable for meeting those responsibilities. In particular, performance reviews for middle managers and first-line supervisors should include an assessment of the activities arising from their responsibilities under the agency safety and loss control program. Including this assessment in the performance-review process helps to underscore the importance of middle managers and first-line supervisors in the safety and loss control program.

If other employees are directly involved in or responsible for activities of a safety and loss control program, performance reviews for these employees should also include an assessment of their performance in carrying out the duties and responsibilities specific to the safety and loss control program.

To ensure that all employees are aware of their authority, responsibility, and accountability under the agency's safety and loss control program, each employee should receive a copy of the agency's safety and loss control policies and procedures. Furthermore, each employee should verify in writing that he or she has received a copy of the policies and procedures.

C. Commitment of Financial and Personnel Resources

Each agency policy group or committee will likely attempt to make every effort to correct a potential hazard without additional costs; however, not every situation can be corrected without additional resources. Therefore, it is recommended that upper management at each agency plan for and provide these financial and personal resources.

D. Set Program Objectives and Goals

Each safety and loss control program should identify specific objectives tailored to the particular needs of the agency. In addition, each safety and loss control program should identify specific goals for meeting those objectives.

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The following sections outline some recommended objectives and goals that can be adapted to the particular needs of an agency. The goals are divided into two categories: short-term goals (those to be achieved within six [6] months) and long-term goals (those to be achieved within twelve [12] months).

(1) Sample Program Objectives

The primary objective of a safety and loss control program is to establish a process for addressing accidents, incidents, near misses, and claims, with the emphasis on prevention. Key to this process is a comprehensive training and education program for management and employees that results in the techniques of loss control and prevention becoming part of the normal daily routine.

Toward this end, each agency should consider adapting the following sample objectives to its safety and loss control program:

- (a) Identify and eliminate or control hazards and exposures that place at risk State employees, the public, the agency, or the environment;
- (b) Establish and maintain an investigative procedure to determine the cause of all accidents, incidents, near misses, and claims;
- (c) Maintain complete, up-to-date reports and supporting data on all accidents, incidents, near misses, and claims, in order to monitor the progress being made toward controlling losses;
- (d) Establish a formal safety organization within the agency; and
- (e) Establish criteria for evaluating the activities of the agency safety and loss control program and for evaluating participation in the program.

(2) Sample Short-Term Goals (Six [6] Months)

- (a) Implement an agency safety and loss control program;
- (b) Develop an Emergency Management Program;
- (c) Investigate all accidents, incidents, near misses, and claims to determine their cause and to determine what can be done to address the cause;
- (d) Review and improve employee training to reduce the agency's loss exposure; and

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- (e) Conduct safety self-inspections of the agency's facilities.²
- (3) Sample Long-Term Goals (Within Twelve [12] Months and On-Going)
 - (a) Train as many employees as possible in first aid, cardiopulmonary resuscitation (CPR), and the use of fire extinguishers; and
 - (b) Have all employees who regularly drive on State business take an approved course in defensive driving.
- E. Written Documentation of the Safety and Loss Control Program

Once a program has been established, it should be documented with written guidelines and procedures. This should be available to and reviewed periodically by all employees. Not only will written documentation provide a useful history of the program's development, but it will also serve to document that the agency has exercised reasonable, prudent care in its attempts to limit or eliminate risks and hazards.

F. General Promotion of an Agency Program

An agency safety and loss control program can be greatly enhanced by management's positive attitude toward the program, as demonstrated to the entire agency through words, actions, and example.

² Monthly / Quarterly Workplace / Building Safety Self-Inspection Checklist, see Chapter XII, Section 3.

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4. SAMPLE SAFETY POLICY STATEMENT NO. 1

SAMPLE SAFETY POLICY STATEMENT NO. 1

Note: This is not the official policy statement of the Statewide Safety and Loss Control Committee. Rather, it is a sample policy statement provided to assist State agencies in drafting policy statements tailored to the specific needs of each agency.

(STATE AGENCY)

POLICY STATEMENT

The safety of our employees and the general public is of primary importance to (State Agency). It is our intent to provide safe working conditions and establish operating practices that will promote a safe environment for all.

Accidents cause untold suffering and financial loss to those injured and represent a waste of human and economic resources. A safe and healthful operation conserves these resources, improves the quality of life, and is essential to any efficient operation.

Integrating safety into all aspects of our operation will require everyone's involvement. All levels of management are responsible for developing and implementing safe work practices, promoting safety, and setting the example for others. Employees are not only expected to adhere to safe operating instructions, but are encouraged to provide their ideas and expertise to help us make safety a part of the job. We all need to continuously promote safety awareness and maintain property and equipment in safe operating condition.

Through a cooperative effort we can help make a contribution toward a safe environment for all.

Director/Administrator

Date

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5. SAMPLE SAFETY AND LOSS CONTROL POLICY STATEMENT NO. 2

**SAMPLE SAFETY AND LOSS CONTROL
POLICY STATEMENT NO. 2**

Worker's compensation insurance is required by law and is a significant part of this Department's insurance costs. This cost can be drastically reduced by controlling the frequency of job-incurred injuries. Every supervisor and employee shall accept their responsibility for accident prevention and conduct themselves in a manner that will ensure their own safety and that of those working with and for them.

I. PHILOSOPHY

The Department believes in and follows the principle that accidents are preventable. The humanitarian and economic issues resulting from accidents demand that accident prevention be given primary importance in every phase of the Department's activities. The objective is to prevent accidents by reducing or eliminating the unsafe acts or conditions that cause accidents.

II. RESPONSIBILITIES

A. To administer the policy, the Department will:

1. Provide the supervision necessary to assure development and implementation of safe work practices and procedures;
2. Comply with federal, state, county and municipal safety laws, regulations and codes;
3. Do everything practical to provide an accident-free operation and provide all reasonable safeguards to ensure safe working conditions;
4. Encourage and promote employee participation concerning safety; and
5. Make every effort to restore an injured employee to sound physical condition and place that employee back on the job as quickly as possible.

B. The Safety Officer will:

1. Coordinate the development of a training and safety promotion program for managers, supervisors and employees;
2. Collect, analyze and distribute data on the overall accident experience trends in each division;

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3. Assist managers in developing safety work practices and procedures for employees; and
4. Serve as the Department's contact with safety organizations on safety matters.

C. Bureau Chiefs and Managers will:

1. Distribute safety information in a manner that will reach and affect every employee under their supervision; and
2. Review quarterly accident summary reports and take appropriate corrective action when accident trends are unfavorable.

D. Immediate Supervisors will:

1. Ensure that employees understand and observe safe work practices and procedures;
2. Instruct current and new employees on safe work procedures and emphasize specific job hazards and how to avoid them;
3. Inspect equipment and work areas and observe employees performing daily tasks to determine unsafe work habits, conditions and general housekeeping in the work area;
4. Take prompt, corrective action whenever unsafe conditions or acts are noted; immediately report any unsafe conditions beyond their ability or authority to correct;
5. Insist that employees report every accident, whether or not an injury occurred;
6. Investigate and submit a report within twenty-four (24) hours of every accident;
7. Determine the cause of each accident and take correction action;
8. Hold safety meetings with employees to promote safe work habits, discuss specific job hazards and request safety suggestions from employees;
9. Enforce safety rules, practices and procedures; ensure that each employee understands that violations will not be tolerated; and
10. Evaluate employee performance for the ability and interest in working safely.

E. Employees will:

1. Act safely in daily activities and at no time do anything they expect could result in an accident or injury to themselves or others;
2. Follow specific safe work practices and procedures given them by their supervisor;
3. Be responsible for their own safe conduct;

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4. Be alert to unsafe conditions and report them immediately to their supervisor;
5. Use all safety equipment provided and ensure guards are in place before operating machinery;
6. Take care of any tools, equipment or vehicles placed in their charge and report any needed repair or replacement necessary for safe use;
7. Not attempt to operate, repair or otherwise tamper with tools, equipment or vehicles without specific authorization;
8. Reports all accidents immediately to their supervisor, whether or not an injury occurred or a physician's attention is necessary; and
9. Obtain authorization, if practical, from their supervisor before seeking medical treatment.

III. DISCIPLINARY ACTION

Bureau Chiefs, Managers and Supervisors shall take corrective measures as necessary to ensure safety rules and safe work practices and procedures are not violated. Initial corrective measures include employee training, instruction and guidance to achieve a positive attitude toward working safely.

In every preventable accident, the employee shall be made aware that the Department will not tolerate unsafe work practices. Preventable accidents include those caused by:

1. Failure to use available personal protective equipment;
2. Failure to use proper lifting techniques;
3. Failure to observe hazardous footing conditions;
4. Careless or thoughtless acts;
5. Horseplay or practical jokes;
6. Misuse of equipment; and
7. An employee under the influence of alcohol or drugs.

In situations where there is a willful disregard for safety rules or the employee fails to accept and follow safe work practices, disciplinary action shall be considered. Disciplinary action may include verbal reprimand, written reprimand, disciplinary probation, suspension or dismissal. The following should be considered when determining whether disciplinary action is warranted:

1. Action leading to the severity of the incident;

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2. Unsafe acts and contributing negligence;
3. Previous accident violations;
4. Safety rule violations;
5. Repeated or willful disregard for safety rules;
6. Work and safety attitude;
7. Training and experience;
8. Environmental conditions and degree of exposure to hazardous conditions;
9. Use of personal protective equipment; or
10. Immediate supervisor's responsibility to have avoided the accident.

IV. DEPARTMENT SAFETY GOAL

It is the goal of this Department to eliminate or reduce the number and severity of accidents through aggressive promotion of safe work practices within the Department. This goal requires the full cooperation of management at all levels, first-line supervisors and employees. Safety and training programs reduce accidents as well as the cost of operation. However, the first-line supervisor and employee have the first opportunity to recognize and eliminate unsafe conditions and work methods before an accident or injury occurs.

V. SUMMARY

Work related injuries are always costly to individual employees and often disastrous to their future and the security of their families. They are also costly to the Department, both in direct financial burdens and in the reduction of efficiency. The efficiency of any operation can be measured by its ability to control unnecessary loss. All employees are urged to fully cooperate not only for the good of the Department but also for their own welfare and protection.

Director

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CHAPTER III –SAFETY COORDINATORS AND SAFETY COMMITTEES

SAFETY COORDINATORS AND SAFETY COMMITTEES

1. SAFETY COORDINATORS

To facilitate the safety and loss control program, some agencies may decide to delegate some safety and loss control responsibilities to a specific individual. They may be called a safety coordinator, safety inspector, or a safety officer. Safety and loss control may be in addition to other responsibilities they perform for the agency, or depending on the size and exposures of the agency, it may be a full time position.

In either case, this position, in part, should:

- A. Collect and analyze data on accidents, incidents, near misses, claims, and other safety-related issues and present this data to upper management;
- B. Coordinate the development of safety training for all employees, as well as the development of activities designed to promote the safety and loss control program;
- C. Assist management in developing safe work practices and procedures; and/or
- D. Serve as the agency's primary contact with other agencies and safety organizations in matters associated with safety and loss control; and
- E. Serve as the chairperson of the agency's safety and loss control committee and conduct committee meetings.

2. SAFETY COMMITTEES

- A. A safety committee may be formed for a variety of different reasons:

- (1) Communicate safety information to fellow employees;
- (2) Act as a safety resource for the agency;
- (3) Conduct workplace inspections;
- (4) Offer advice to upper management on safety issues; or
- (5) A safety committee may be responsible for one or more of these subjects.

- B. The following are recommended activities of a Safety and Loss Control Committee:

- (1) Every six (6) months, the Safety and Loss Control Committee should **review the goals and objectives** of the agency's safety and loss control program. Members of the committee should review the agency's progress toward meeting those goals and objectives, and, if necessary, should recommend changes to the safety and loss control program.

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- (2) The Safety and Loss Control Committee should **regularly review** all agency accidents, incidents, near misses, and claims. Particular attention should be paid to potential losses arising from workers' compensation claims, auto physical damage, automobile liability, and general liability.
- (3) For review by upper management, the Safety and Loss Control Committee should **develop post-action plan recommendations** to reduce or eliminate exposure to potential losses. In addition, the Committee should regularly review safety suggestions submitted by employees and make recommendations about possible implementation of the suggestions.
- (4) The Safety and Loss Control Committee should **review Property Inspection Reports** prepared by the Division of Building Safety and should recommend to management any necessary activities in response to the reports. In addition, the committee should **review monthly/quarterly building and workplace self-inspection checklists**. (A sample checklist is contained in the Appendix.)
- (5) The Safety and Loss Control Committee should **develop methods for tracking** the progress of activities aimed at improving the agency safety and loss control program.

C. Frequency of Meetings

A Safety and Loss Control Committee should meet at least quarterly, depending on the particular needs of the agency. Committee members should document their activities in meeting agendas, meeting minutes, and follow-up memoranda.

D. Recommended Members of a Safety and Loss Control Committee

Under **Executive Order 99-06**, selecting the members of a Safety and Loss Control Committee is left to the Department Director or other appointing authority. It is suggested that a Safety and Loss Control Committee include the following individuals, each of whom can contribute a unique perspective based on his or her experience and expertise:

- (1) Safety coordinator;
- (2) Fiscal manager;
- (3) Representative from Human Resources;
- (4) Facility manager;
- (5) Non-management employee;
- (6) Agency Deputy Attorney General (ex-officio); and

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(7) Other selected agency representatives.

E. Reports and Recommendations

In most instances, the Safety and Loss Control Committee makes its recommendations to the agency director or administrator. It is important that upper management respond to the Committee's recommendations, whether management accepts or rejects those recommendations (see Chapter XIV, Program Communication, for more information relating to communication).

Safety and Loss Control Committees should communicate the disposition of those safety issues, recommendations, and actions to all agency employees.

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EMPLOYMENT PRACTICES

It is imperative that supervisors and managers be aware of their responsibilities to ensure a workplace of respect, and to follow the Idaho Code of Fair Employment Practices contained in Executive Order 2000-09, Idaho Code of Fair Employment Practices (http://www2.state.id.us/gov/mediacenter/execorders/eo00/eo_2000_09.htm).¹

The State, as an employer, has to comply with a number of state and federal employment laws in order to protect itself from organizational liability and to protect individuals from personal liability.

Supervisors and managers must exercise special care to avoid behavior which could be considered discriminatory or unfair when they:

- Interview and hire employees;
- Give pay raises and promotions;
- Evaluate, discipline, and dismiss employees;
- Make work-related decisions differently for different employees (especially if from a protected class); or
- Deal with requests and issues related to religious practices, military leaves, disabilities, etc.

In order to comply with state and federal employment laws, supervisors must learn to focus entirely on an individual's qualifications and performance, to acquire general knowledge of employment laws and be able to recognize when issues may be lurking about, and when to seek help. They should also be trained to properly document performance of subordinates.

It is extremely important to seek advice prior to taking any personnel action that may negatively effect any employee. Supervisors handling personnel matters involving adverse action against any employee, or involving any potentially serious consequences for an employee should coordinate with their agency Human Resource office and seek legal advice from the Deputy Attorney General in their agency or at the Division of Human Resources.

1. HIRING

When interviewing candidates for possible employment, supervisors and managers must use non-discriminatory questions while interviewing and avoid any hiring decisions made based on race, color, sex, religion, age, or disability. They should ask only questions that have to do with the skills required for the job. Hiring authorities must be diligent in completing

¹ Executive Order 2000-09, see Chapter IV, Section 4.

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reference and background checks on candidates for employment, attempting to achieve a multiple of checks, if possible, to avoid negligent hire. Possible hires should be made aware of the job duties, work environment, and other specifics about the job.

2. ORIENTATION – TRAINING

Upon hire, employees must receive an orientation that provides information about respectful workplace policies and procedures, safety guidelines, workplace violence, leave time, benefits, and other information pertinent to the job or organization (See sample policies²). Supervisors and managers must provide employees with resources and information to create and maintain a safe environment, describing policies and procedures that constitute safety. They must provide training upon hire to employees on the practice of safety habits and continue with on-going training to all employees to maintain safety knowledge and skills and to create an awareness of the value and importance of safety practices.

3. EVALUATING

Performance appraisals for all employees as well as for supervisors and managers must include safety as a performance factor. An agency's written safety program or safety policy which outlines the safety related duties and activities of employees, supervisors, and management is the best basis for safety performance criteria. A safety program may assign specific duties that can be measured and evaluated, such as the number of training sessions supervisors provide employees, the number of programs available for employees on safety, the number of training sessions that employees attend, the observation of good safety practices as outlined for specific jobs, the proper reporting of unsafe practices or accidents, and the development of new and better safety procedures. At a minimum, supervisors should be held accountable for creating in their work areas an awareness and skill base in safety practices, providing continuous training and informational programs. Employees should be held accountable to practice the procedures as described in training sessions and as outlined in their particular work site.

² Sample Safety Policy Statement No. 1, see Chapter II, Section 4.; Sample Safety and Loss Control Policy Statement No. 2, see Chapter II, Section 5.; Sample Model Comprehensive Harassment Policy, see Chapter IV, Section 5.; and Sample Workplace Violence Policy, see Chapter VIII, Section 2.

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4. EXECUTIVE ORDER NO. 2000-09

**THE OFFICE OF THE GOVERNOR
EXECUTIVE DEPARTMENT
STATE OF IDAHO
BOISE**

EXECUTIVE ORDER NO. 2000-09

IDAHO CODE OF FAIR EMPLOYMENT PRACTICES,
REPLACING EXECUTIVE ORDER NO. 95-08

WHEREAS, the United States through its Constitution, laws, executive orders, and regulations has declared that all persons are to be treated fairly and equally; and the State of Idaho is committed to fulfilling that federal mandate; and

WHEREAS, the Legislature of the State of Idaho by Title 44, Chapter 17, and Title 67, Chapter 59, of the Idaho Code has declared that employment discrimination based upon race, color, national origin, religion, disability, sex, or age is illegal; by Title 56, Chapter 7, that the disabled shall be free from employment discrimination in public service; and by Title 65, Chapter 5, that veterans are to be given preference by public employers; and

WHEREAS, every Idahoan should be provided the opportunity to fully develop and use his/her talents. When we allow race, color, religion, national origin, sex, age, and disability to prevent anyone from reaching full potential, we fail that person, our state, and our country. In accordance with the principles of fair employment practices, we must strive to recognize and advance the abilities and talents of all people, while denying no individual his/her rightful opportunities; and

WHEREAS, we must assume our citizen-granted role of leadership in the protection of freedom for all citizens; and we must serve in that leadership role as a model for government, business, industry, labor, and education in this regard;

NOW, THEREFORE, I, DIRK KEMPTHORNE, Governor of the State of Idaho, in that spirit and to that purpose, do hereby proclaim the following Idaho Code of Fair Employment Practices shall continue to be the governing policy throughout every department of the Executive Branch of Government of the State of Idaho.

ARTICLE I. EMPLOYMENT POLICIES OF STATE AGENCIES

State employees shall be recruited, appointed, assigned, and promoted upon the basis of individual merit, in accordance with the principles of fair treatment and non-discrimination on

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the basis of race, color, sex, religion, national origin, age, or disability. Veterans are to be given preference in accordance with applicable state and federal laws and regulations.

All state departments, commissions, and boards are directed to review their present Human Resource policies and practices regarding recruitment, appointment, promotion, demotion, transfer, retention, discipline, separation, training, and compensation to assure compliance with this Executive Order. They shall regularly review present state and federal laws and regulations and seek to redress under-utilization, if any, of minorities, women, or individuals with disabilities, and qualified veterans within the state workforce.

The Division of Human Resources shall take positive steps to ensure that the entire examination process; oral, written, and ratings, shall be free from either conscious or inadvertent bias. State agencies shall give wide distribution of notice of employment opportunities so that all citizens may be fully advised of career opportunities in state government. Employment announcements issued by state agencies shall include a statement such as, "The State of Idaho is an Equal Opportunity Employer. In addition, preference may be given to veterans who qualify under state and federal laws and regulations."

ARTICLE II. STATE ACTION

All services of every state agency shall be performed without discrimination based on race, color, religion, national origin, sex, age, or disability. No state facility shall be used in furtherance of any discriminatory practice nor shall any state agency become a party to any agreement, arrangement, plan, contract, or subcontract which has the effect of sanctioning such practices.

ARTICLE III. STATE FINANCIAL ASSISTANCE

Race, color, religion, national origin, sex, age, or disability shall not be considered in state-administered or sponsored programs involving the distribution of funds to qualified recipients for benefits authorized by law; and state agencies shall not provide grants, loans, or other financial assistance to public agencies, private institutions, or organizations which engage in discriminatory practices.

ARTICLE IV. STATE EMPLOYMENT SERVICES

All state agencies, including educational institutions, which provide employment referral or placement services to public or private employers, shall accept job orders and applications on a non-discriminatory basis. They shall refuse to fill any job order designed, either consciously or inadvertently, to exclude any person from employment because of race, color, religion, national origin, sex, age, or disability except where a bona fide occupational qualification has been established.

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ARTICLE V. STATE EDUCATION, COUNSELING, AND TRAINING PROGRAM

All educational counseling and vocational guidance programs, employment and training programs, policy declarations and staff services of state agencies or those in which state agencies participate, shall be open to all qualified persons, without regard to race, color, religion, national origin, sex, age, or disability.

ARTICLE VI. COOPERATION WITH IDAHO HUMAN RIGHTS COMMISSION

All state departments shall cooperate fully with the Idaho Human Rights Commission if state employees or applicants for state employment file complaints with the Commission. They shall also utilize the services of the Commission when needing technical advice regarding compliance with the equal employment opportunity provisions of Title 67, Chapter 59, Idaho Code. The Commission shall act as a referral agency for information or complaints concerning discrimination in certain protected classes not covered by Title 67, Chapter 59, Idaho Code.

ARTICLE VII. ENFORCEMENT BY APPOINTING AUTHORITIES

The head of each state executive department shall be responsible for carrying out the policies of this Idaho Code of Fair Employment Practices and shall inform and educate all commission and board supervisory personnel regarding its intent and spirit. They shall establish clearly written directions to carry out this policy. Upon a showing of credible evidence to the appropriate appointing authority that any officer or employee of the state has violated any of the provisions of this Executive Order or any applicable state or federal law or regulation, the appointing authority shall take appropriate disciplinary action.

Every appointing authority shall be responsible for the development of a complaint procedure to be used by employees and recipients of state services who believe they have been subjected to harassment. This policy shall include at least the following: (1) a statement defining and forbidding harassment of any nature, (2) an investigative procedure designed to protect the confidentiality of participants wherever possible and to effect a timely and fair resolution of the allegation, and (3) a statement advising employees and service recipients of their rights to raise this issue with appropriate governmental agencies and the courts. The Idaho Human Rights Commission and the Division of Human Resources shall assist in the development of these policies.

ARTICLE VIII. AFFIRMATIVE ACTION PLANS

The agency charged with overseeing the review of the state's Equal Employment and Affirmative Action planning shall be the Division of Human Resources under the Executive Office of the Governor. The Division will consult with appointing authorities and report to the Governor on the State's fair employment practices, including EEO/AA efforts on an annual basis.

This Executive Order repeals and replaces Executive Order No. 95-08.

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This Executive Order shall cease to be effective four years after its entry into force.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Idaho at the Capitol in Boise on the 3rd day of May in the year of our Lord two thousand and of the Independence of the United States of America the two hundred twenty-fourth and of the Statehood of Idaho the one hundred-tenth.

DIRK KEMPTHORNE
GOVERNOR

PETE T. CENARRUSA
SECRETARY OF STATE

This Executive Order repeals and replaces Executive Order No. 95-08.

This Executive Order No. 2000-09 may be accessed on the State of Idaho's website at:

http://www2.state.id.us/gov/mediacenter/execorders/eo00/eo_2000_09.htm

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5. SAMPLE MODEL COMPREHENSIVE HARASSMENT POLICY

SAMPLE

STATE OF IDAHO

MODEL

COMPREHENSIVE HARASSMENT POLICY

Sexual and Other Discriminatory Workplace Harassment

It is the policy of this department that all employees have a right to work in an environment that is free from discriminatory harassment based on sex, gender, race, age, national origin, religion, disability, or any other protected discriminatory factor. The department prohibits any form of harassment of its employees by other employees and will take immediate and appropriate action to prevent and to correct behavior that violates this policy. All employees are expected to treat their co-workers with courtesy, respect and dignity. The department also strives to protect its employees from any form of harassment by other parties, including customers and vendors.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. This conduct constitutes unlawful sexual harassment when: (1) submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment; (2) submission to or rejection of such conduct is used as the basis for an employment decision; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

While sexual harassment usually involves members of the opposite sex, it also includes "same sex harassment" (i.e., males harassing males and females harassing females because of the recipient's sex).

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that fails to respect the rights of others, that lowers morale and that, therefore, interferes with our work effectiveness. Sexual harassment may take different forms. One specific form is the demand for sexual favors. Other forms of sexual harassment include:

- Verbal: Sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, threats.

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- Non-Verbal: Sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures.
- Physical: Unwanted physical conduct, including touching, pinching, and brushing the body, coerced sexual intercourse, and assault.

Sexual harassment may be overt or subtle. Some behavior which is appropriate in a social setting may not be appropriate in the workplace. But whatever form it takes, verbal or non-verbal or physical, sexual harassment can be insulting and demeaning to the recipient and cannot be tolerated in the workplace. Sexual harassment by an employee, manager, supervisor, or third party non-employee will not be tolerated by the department. All employees, managers and non-supervisors will be expected to comply with the policy and take appropriate measures to ensure that such conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy against sexual harassment. Based on the seriousness of the offense, disciplinary action may include, but would not be limited to, verbal or written reprimand, suspension, demotion or dismissal.

Other Workplace Harassment

The department also has a strong policy against harassment on the basis of race, color, age, religion, national origin, or disability.

Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, national origin, age, or disability or that of his or her relatives, friends, or associates, and that:

1. Has the purpose or effect of creating an intimidating, hostile or offensive working environment;
2. Has the purpose or effect of unreasonably interfering with an individual's work performance; or
3. Otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to, the following:

1. Epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, religion, national origin, age or disability; and
2. Written or graphic material that denigrates or shows aversion or hostility toward an individual or group because of race, color, religion, national origin, age or disability and that is placed on walls, bulletin boards or elsewhere on the department's premises or circulated in the workplace.

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CHAPTER IV – EMPLOYMENT PRACTICES

All employees should avoid any action or conduct that might be viewed as workplace harassment. Approval of, participation in or acquiescence in conduct constituting workplace harassment will be considered a violation of this policy.

If the department determines that workplace harassment has occurred on the basis of race, color, religion, national origin, age or disability, corrective action will be taken. Depending upon the circumstances, this corrective action may include, but would not be limited to verbal or written reprimand, suspension, demotion, or dismissal.

Complaint Procedure

Employees have the responsibility to bring any form of unwelcome harassment to the attention of the department immediately. Any employee who has a complaint of sexual or other discriminatory harassment should report the alleged act immediately to the employee's supervisor, department head, or human resources manager, at the option of the employee. Although employees are free to address inappropriate conduct with the offending person, employees do **not** have to complain first to the offending person.

All complaints will be handled in a timely and confidential manner. A thorough and independent investigation will be conducted based on the employee's statement of what has occurred. Individuals involved in the complaint will be advised not to discuss the subject outside of the investigation. The department will retain confidential documentation of all allegations and investigations and will take appropriate corrective action to remedy all violations of this policy. The purpose of this provision is to protect the confidentiality of the employee who files a complaint to the extent possible, to encourage the reporting of any incidents of sexual or other harassment, and to protect the reputation of any employee wrongfully charged with sexual harassment.

Investigation

Investigation of a complaint will normally include conferring with the parties involved and any named or apparent witnesses. Investigations will be conducted in a fair and impartial manner. All employees shall be protected from coercion, intimidation, retaliation, interference, or discrimination for filing a complaint or assisting in an investigation.

If the investigation reveals that the complaint is valid, prompt attention and disciplinary action designed to stop the harassment immediately and to prevent its recurrence will be taken.

Retaliation against any complaining employee, any witness, or anyone involved in a complaint is strictly prohibited. The department will follow up any complaint or investigation as appropriate to insure that no retaliation occurs. Employees should immediately report any retaliation under the complaint procedure set forth in this policy. The department will not tolerate retaliation and will take prompt and immediate steps to eliminate it.

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CHAPTER IV – EMPLOYMENT PRACTICES

Policy Notes

If an employer only prohibits conduct which is actually unlawful, then any violation of the employer's policy is by definition a violation of the law. This means that if an employer disciplines an employee for a violation of its sexual harassment policy, the employer is admitting that the employee has committed unlawful harassment. Since the harassment laws often impose strict liability against an employer, even where the employer takes subsequent remedial action, such an admission can be used to establish liability against the employer.

This "catch-22" trap of sexual harassment claims can be avoided by having a harassment policy which goes beyond the legal requirements, and prohibits conduct, which is "close to the line."

Such a provision might state:

(After defining unlawful harassment and prohibiting any form of sexual or other unlawful harassment)

EMPLOYEES ARE EXPECTED TO REFRAIN FROM CONDUCT THAT MAY BE REASONABLY CONSIDERED OFFENSIVE TO OTHERS. OFFENSIVE CONDUCT MAY BE WRITTEN OR ORAL. OFFENSIVE CONDUCT INCLUDES, BUT IS NOT LIMITED TO, THE USE OF PROFANITY, SEXUAL COMMENTS OR IMAGES, RACIAL SLURS, GENDER-SPECIFIC COMMENTS, OR ANY COMMENTS THAT WOULD OFFEND SOMEONE ON THE BASIS OF HIS OR HER AGE, RACE, RELIGIOUS BELIEF, NATIONAL ORIGIN OR DISABILITY. ALL EMPLOYEES ARE EXPECTED TO TREAT THEIR CO-WORKERS WITH COURTESY, RESPECT AND DIGNITY.

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CHAPTER V – TRAINING

TRAINING

Training is a key element in an efficient, well-managed agency. A coordinated, comprehensive training program will reduce the risk of loss and increase the value and morale of the entire work force. While some training topics may be applicable to everyone in an agency, others may apply only to upper management or staff. Employees in unique job classifications may require additional specific task-oriented training.

Training may be scheduled for a variety of reasons:

- Orientation for new or newly promoted employees;
- To meet legal requirements, or to maintain certifications, licenses, etc.;
- To introduce employees to new equipment, processes, policies, or procedures;
- In reaction to an injury, damage, or claim related loss; or
- To maintain competency (refresher or on-going training).

Training can be conducted in a variety of ways ranging from a one-on-one process to a classroom setting by an instructor from within the agency or from another source. Training materials may be printed material, flip charts, video tapes, slides, etc. Material can be developed in-house, or obtained through professional organizations, libraries, the internet, regulatory agencies or other sources. See Chapter XVIII, Resources, for additional information. Many professional and career development opportunities for state employees are made available through the Division of Human Resources. If an agency is developing their own training material, they should consider having it reviewed by their Deputy Attorney General and other subject experts.

Written documentation should be a part of any agency training program. Documentation should specify the type of training, how, when, where, and by whom it was conducted, and who attended.

1. MANAGEMENT TRAINING

It is recommend that management training include the following topics:

- A. How new employees are selected, oriented, and trained;
- B. Review of training, education, and appraisal programs to reduce potential losses arising from violations of employment laws or civil-rights laws;
- C. Analysis of jobs, tasks, procedures, and development of job-specific training;

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- D. Ongoing review of safety and loss control elements and standards; and
- E. Any responsibilities assigned to management by the agency's safety and loss control program (for example: emergency management, claim reporting and investigation, facility inspections, program evaluation and measurement, and program communication).

2. EMPLOYEE TRAINING

Item 2 of Executive Order 99-06, Continuing State of Idaho Comprehensive Safety and Loss Control Policy, stipulates that State employees must be trained to perform safely and efficiently the tasks associated with their jobs. Very soon after the date of hire, new employees should receive basic information on emergency procedures for events such as fires, earthquakes, bomb threats, and power outages. Periodically, all employees should receive updated information on these matters. All employees should regularly participate in readiness procedures such as fire drills and evacuation drills.

Each employee should receive a copy of his or her job description and should understand all of the tasks and responsibilities of that job, including tasks and responsibilities associated with safety and loss control. Each employee should also receive a copy of the agency's safety and loss control program. Furthermore, each employee should verify in writing that he or she has received a copy of all policies and procedures.

All employees with specific responsibilities under a safety and loss control program (such as safety coordinators, insurance coordinators, and members of a Safety and Loss Control Committee) should be trained to understand their responsibilities and effectively carry out job tasks.

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**CHAPTER VI – WORKER’S COMPENSATION, EMPLOYEE SAFETY
AND INJURY PREVENTION**

**WORKER’S COMPENSATION, EMPLOYEE SAFETY
AND INJURY PREVENTION**

Worker’s compensation is a no-fault insurance that provides medical treatment and wage replacement for eligible workers who become injured or ill because of circumstances arising out of and in the course of their work. State of Idaho employees may be entitled to benefits regardless of whose negligence contributed to the injury or illness. In return for providing established benefits, worker’s compensation laws also protect employers from liability lawsuits.

Although employee on-the-job injuries are covered by worker’s compensation insurance, it is one of the most costly types of claims against the State of Idaho and its agencies. Often times an injury sustained is so serious it prevents the employee from returning to work. The agency not only loses the experience the employee had, but must incur the costs to hire and re-train another employee for that position.

The best thing we can do to help reduce the costs associated with these injuries is to eliminate or avoid an injury before it happens. This can be easily accomplished through an effective Injury Prevention Program, which should coincide directly with the Safety and Loss Control Program. The Idaho State Insurance Fund has developed the following steps to help implement an Injury Prevention Program for your agency.

A. Establish a Management Safety Policy.

Make a written commitment that safety and safe work procedures have a high priority and that supervisors and employees are to be responsible and accountable for safe work practices and procedures.

B. Assign Key Employees Responsibility for Safety.

Assign supervisors the responsibility and authority to develop safe work procedures, recognize and correct physical hazards, train employees and enforce safety rules. Hold supervisors accountable for conducting the five (5) safety activities listed below.

(1) Identify, Eliminate or Control Hazards.

Make inspections on a regular basis to identify, eliminate or control physical hazards and unsafe work procedures. Follow up to ensure corrections are made.

(2) Investigate All “Near Miss,” Property Damage and Injury Situations.

Prompt, thorough and objective investigations should be made by supervisors to answer who, what, where, why and when, determine cause, recommend or make corrections, and retain a record for future reference.

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(3) Maintain Accurate, Up-To-Date Records.

Accurate up-to-date records provide a ready reference for needed or requested information. Records also assist in meeting statutory reporting requirements, measure progress in loss prevention, training and production activities.

(4) Train Supervisors and Employees in Safe Work Procedures and Job Hazards.

Supervisors may need training in determining safe work practices, performing step-by-step job safety analysis and detecting hazardous exposure. Employees need to be trained to perform tasks safely as well as needing training in operating specialized or sophisticated equipment.

(5) Schedule Safety Meetings or Group Safety Training and Encourage Worker Participation.

Safety meetings involve supervisors and employees in safety planning, enhance safety consciousness, and act as a forum for suggestions and discussions to improve safety and production procedures.

1. DOCUMENTATION AND WORK RELATED INJURY REPORTING

Sometimes things happen which may result in a near miss, an injury or an incident to an employee. When this happens, it is important that these situations are documented properly for review by the supervisors and management of your agency to monitor the safety and loss control program. Additionally, claim reports need to be complete in the event an injury requires an employee to seek medical treatment.

- A. Documenting near misses and incidents should be done immediately. Employees should be required to notify supervisors and advise them of any incident or near miss that occurred.
- B. Supervisors may use the Supervisor’s Accident Report form (SIF 17-82 Rev. 2/01)¹ to document such occurrences. For additional details on completing this form, see the sample form in this Chapter, Section 5. Order these forms directly from the State Insurance Fund, or copy the blank form in this Chapter, Section 6.
- C. This Supervisor’s Accident Investigation Report form should be held on file for review by the agency’s safety and loss control group or committee. Any trends found, such as numerous tripping cases in the same area, should be thoroughly investigated and actions taken to correct any problems found to reduce the risk of an injury requiring medical treatment.

¹ Supervisor’s Accident Report form, see Chapter VI, Section 6.

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- D. A First Report of Injury² (FROI) must be completed by the supervisor for any employee that is injured on the job, during the course and scope of his/her job duties, and requires medical attention or misses more than one (1) day from work as a result of these injuries. This report form is also available online at <http://www2.state.id.us/isif/index.htm>. If you do not have access to the Internet, paper copies of the FROI are available through the State Insurance Fund. Any questions regarding the claim should be referred directly to the State Insurance Fund.

2. CONDUCTING ACCIDENT INVESTIGATIONS

- A. Once an incident or accident occurs, it is very important to conduct an investigation to determine what caused the unsafe condition or unsafe act. A thorough investigation should reveal the following facts:
- (1) What was the employee doing;
 - (2) Where and when;
 - (3) What actually occurred;
 - (4) What contributed to the accident;
 - (5) Why the condition existed;
 - (6) Prior knowledge of existing condition;
 - (7) What unsafe act was committed;
 - (8) Had injured person been properly instructed;
 - (9) Can recurrence be prevented; and
 - (10) Recommendation for correction.
- B. A thorough investigation must also be made of the actions of the employee **before** the accident occurred:
- (1) How long on the job;
 - (2) Training on the job;
 - (3) Type of supervision; and
 - (4) Hazards of the job.

² First Report of Injury (FROI) form, see Chapter VI, Section 4.

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C. All near misses, incidents or accidents can be linked to a direct cause. Accident investigations are conducted to determine that direct cause. Once a direct cause is established, recommendations can then be made to assure it does not create a problem in the future. The following are some of the basic causes of accidents.

(1) Supervisory:

- (a) No instructions given;
- (b) Incomplete instructions;
- (c) Rules, standards, or instructions not enforced;
- (d) Personal safety devices not provided (e.g., goggles, safety shoes, masks, respirators, etc.);
- (e) Proper or safe tools or equipment not provided;
- (f) Inadequate inspection of equipment or work place;
- (g) Improper procedure in doing work;
- (h) Poor job planning;
- (i) Too much haste; or
- (j) Not properly trained.

(2) Employee characteristics:

- (a) Haste, short cuts, and chance taking;
- (b) Guards provided but not used;
- (c) Personal safety devices furnished but not used;
- (d) Improper or unsafe tool or equipment used;
- (e) Horseplay or fooling;
- (f) Instructions or rules disregarded;
- (g) Inattention;
- (h) Inexperience;
- (i) Physical condition;

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- (j) Improper body position;
- (k) Improper method of doing work;
- (l) Action of fellow worker; or
- (m) Improper clothing.
- (3) Equipment or materials:
 - (a) Ineffectively guarded equipment;
 - (b) Unguarded equipment;
 - (c) Defective tools;
 - (d) Defective material;
 - (e) Defective equipment (not motor vehicles);
 - (f) Defective motor vehicle equipment;
 - (g) Improper type or poorly designed equipment or materials; or
 - (h) Unsafe equipment or material of others than employer.
- (4) Unsafe conditions:
 - (a) Poor light;
 - (b) Poor ventilation;
 - (c) Congestion;
 - (d) Improper piling or storing;
 - (e) Exits of emergency escapes not provided;
 - (f) Faulty layout of plant or facilities;
 - (g) Tools, equipment or materials scattered around;
 - (h) Slippery floors in work places; or
 - (i) Unsafe conditions caused by others than employer or employees.

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3. CLAIMS MANAGEMENT

When an employee sustains an injury that prevents him/her from returning to work, management and supervisors can take several steps to assist in reducing the costs associated with the injury.

A. Designate Medical Providers

Establish a working relationship between a select few medical providers that will work with you and your agency to provide treatment for employees immediately after an injury occurs. The medical provider should be familiar with your work environment and be familiar with any specific return to work programs you may have available.

B. Establish a Return to Work / Light Duty Program Policy

A return to work program is designed to bring those employees who have been designated by a physician to be temporarily unable to perform their normal work duties. This program brings them back into the workplace as quickly as possible. A light duty or a return to work program provides employees with a job that does not create stress on the injured part of their bodies. It should be considered a **temporary** job assignment for the employee. For your review of a sample Light Duty / Return To Work Policy, see this Chapter, Section 7.

C. Communicate with the State Insurance Fund

Should a supervisor have any doubt about the validity of an on the job claim for injury, he/she must communicate that information in confidence with a representative from the State Insurance Fund. Communication is also key to assure that all parties involved are aware of the situation, the prognosis and the expected return to work date.

D. Show Concern

If one of your employees is off work for an extended period of time as a result of the injury, set some time from your busy schedule to call that employee periodically. Ask them how they are doing and if you can assist them in any way. Most employees will appreciate your sincere concern.

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4. FIRST REPORT OF INJURY OR ILLNESS

Workers Compensation – First Report of Injury or Illness

State Insurance Fund e-mail form – return as an e-mail attachment to reportclaim@isif.state.id.us. Do not mail a copy of a printed form.

Every work injury that requires medical services other than first aid treatment must be reported within TEN days after the employer has knowledge of the injury. Filing this form is not an admission of liability. This report shall not be evidence of any fact stated herein in any proceeding in respect of the injury, illness or death on account of which this report is made.			
EMPLOYER	Employer's name:		Employer status
	Address:		<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> LLC <input type="checkbox"/> Public
	City:	State: ZIP:	<input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Other
	Phone #:	FAX #:	Is injured worker a Corporate Officer, Partner, LLC member, or the Sole Proprietor? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Employer's location address (if different)		If a Sole Proprietorship, is the injured worker a household member? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Address:		
City: State: ZIP:		Organization code:	
EMPLOYEE	Employee's last name:		State where hired:
	Employee's first name:		Occupation:
	Address:		Employment status:
	City:	State: ZIP:	Sex <input type="checkbox"/> Female <input type="checkbox"/> Male
	Phone #:		Social Security #:
	Date of birth:		Date hired:
	Under what class code were wages reported?		Injury date:
	Regular department:	Marital status <input type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Other <input type="checkbox"/> Married <input type="checkbox"/> Separated	
	Wage rate \$ per <input type="checkbox"/> Hour <input type="checkbox"/> Day <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Other	Hours worked per week:	
	# of days worked per week:	Full pay for the day of injury? <input type="checkbox"/> Yes <input type="checkbox"/> No	Did salary continue? <input type="checkbox"/> Yes <input type="checkbox"/> No
If board, lodging or other advantages furnished in addition to wages, give estimated value per week. \$			
If gratuities (tips, etc.) were received in the course of employment, give estimated value per week. \$			
ACCIDENT	Place of accident or exposure (address):		City/State:
	County:	Did injury/illness occur on the employer's premises? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Time injury occurred: <input type="checkbox"/> AM <input type="checkbox"/> PM	Time employee began work: <input type="checkbox"/> AM <input type="checkbox"/> PM	
	Date last worked:	Date employer notified:	Date disability began:
	Date returned to work:	If fatal, date of death:	Injury type (strain, cut, etc.):
	Part of body affected:		Body part injured before? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Injury reported to (name and phone #):		
	Equipment, materials, or chemicals employee was using upon occurrence:		
	How injury or illness occurred (Describe the sequence of events. Include objects or substances that directly caused the injury)		
	Was accident caused by the failure of a machine or product? <input type="checkbox"/> Yes <input type="checkbox"/> No		Was safety equipment provided? <input type="checkbox"/> Yes <input type="checkbox"/> No
If the accident was caused by any person or business other than the injured worker, co-worker or the employer, please identify.		Was it used? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		Were other workers also injured? <input type="checkbox"/> Yes <input type="checkbox"/> No	
List other workers' names:			
MEDICAL	Physician or hospital (name and address)		<input type="checkbox"/> No medical treatment <input type="checkbox"/> Minor by employer
			<input type="checkbox"/> Minor – clinic/hospital <input type="checkbox"/> Emergency care
			<input type="checkbox"/> Anticipated major med/time loss <input type="checkbox"/> Hospitalized overnight
Did anyone witness the accident? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide name, phone #:			
Preparer's name and title:			
Preparer's phone number:		Date prepared:	

E-mail this as an attachment to reportclaim@isif.state.id.us. Employers do not need to e-mail this form to the Industrial Commission. Employers should keep a copy on file.

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5. SUPERVISOR’S ACCIDENT REPORT – SAMPLE

(To be filled out by the supervisor, not the worker)

WHITE-ORIGINAL
YELLOW-SUPERVISOR'S COPY

SUPERVISOR’S ACCIDENT REPORT

Employer _____ Organizational code _____

Name of employee _____

Occupation _____

Location of accident _____

Date of accident _____ 20 _____ Time _____ AM
PM

Date supervisor notified _____ 20 _____ Time _____ AM
PM

Was employee on duty at time of accident? _____

Did employee leave work? _____ Date _____ Time _____ AM
PM

Did employee return to work? _____ Date _____ Time _____ AM
PM

How did accident happen? (State specific job being done, machinery, tools or objects involved and factors contributing to accident) _____

Name of witnesses _____

Nature of injury _____
(Cut, bruise, strain, etc.)

Part of body _____
(Right leg, left ankle, lower back, etc.)

Name and address of treating physician or hospital _____

Was accident caused by non-company person or faulty equipment _____ If yes,
Identify: _____

Were mechanical guards or other safe guards provided? _____

Was employee using them? _____

What corrective action has been taken to prevent similar accidents? _____

Date _____ 20 _____ Supervisor _____

Reviewed by: _____ Position _____

Follow-up needed? _____ Date _____

State Insurance Fund
Boise, Idaho 83720

SIF 17-82 Rev. 2/01

How did it happen?

What job was being done?

What went wrong?

Is accident preventable?

More frequent inspection of equipment for hazards

More training?
Change procedures?
Monitor work habits?

IMPORTANT!
Supervisor must sign form; then turn in to manager for review.

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6. SUPERVISOR’S ACCIDENT REPORT

YELLOW-SUPERVISOR'S COPY	
SUPERVISOR’S ACCIDENT REPORT	
Employer _____	Organizational code _____
Name of employee _____	
Address _____	
Occupation _____	Location Code _____
Location of accident _____	
Date of Accident _____ 20__	Time _____ AM PM
Date Supervisor notified _____ 20__	Time _____ AM PM
Was employee on duty at time of accident? _____	
Did employee leave work? _____	Date _____ Time _____ AM PM
Did employee return to work? _____	Date _____ Time _____ AM PM
How did accident happen? (State specific job being done, machinery, tools, or objects involved and factors contributing to the accident.) _____	

Name of witnesses _____	
Nature of injury _____ <small>(Cut, bruise, strain, etc.)</small>	
Part of body _____ <small>(Right leg, left ankle, lower back, etc.)</small>	
Name and address of treating physician or hospital _____	

Was accident caused by non-company person or faulty equipment? _____ If yes, identify: _____	

Were mechanical guards or other safe guards provided? _____	

Was employee using them? _____	
What corrective action has been taken to prevent similar accidents? _____	

Date _____ 20__	Supervisor _____
Reviewed by: _____	Position _____
State Insurance Fund Boise, Idaho 83720	
SIF 17-82 Rev. 8/84	

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7. SAMPLE LIGHT DUTY/RETURN TO WORK POLICY

SAMPLE

LIGHT DUTY/RETURN TO WORK POLICY

INTRODUCTION

A successful return to work program for injured employees includes appropriate light duty work. This policy is intended to make the process by which injured employees return to work with ___(this agency)___ as efficient as possible. Specific objectives include:

1. Provide documentation which describes the standard process for managing the return to work program.
2. Clarify the agency’s expectations of employees and supervisors as they participate in the return to work process.

OPERATING STATEMENTS

The light duty/return to work program incorporates the following:

1. A return to work program provides a benefit to both the employee and the agency. Employees recuperate more quickly when they are able to return to work.
2. The return to work program is for those employees who have been determined by a physician to be temporarily unable to perform their normal work routine, provided they are not currently on Family and Medical Leave Act Leave or considered “qualified individuals with a disability” under the Americans with Disabilities Act.
3. The return to work process is not to be open ended. This program is exclusively designed to provide temporary, light duty return to work positions for workers injured on-the-job. It is administered with formal check points built into the system for both the agency and the employee.
4. The return to work program is compatible with typical performance related counseling and job expectations. All employees are expected to meet the expectations of the return to work program just as they are with other agency policies and procedures.

RETURN TO WORK PRIORITIES

1. Return the employee to his/her original position with the agency with no restrictions.
2. Reasonable modification of the original position with the agency until the employee is released by the physician without work restrictions.

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3. An alternate job with the agency, if available, requiring no additional training, and which meets the remaining medical limitations.
4. A new job with the agency, if available, that involves on-the-job training.
5. A new job with a new employer, based upon transferable skills obtained through the regular rehabilitation process as coordinated through the State Insurance Fund and the Idaho Industrial Commission Rehabilitation Division.
6. A new job with a new employer, involving on-the-job training, as coordinated through the State Insurance Fund and the Idaho Industrial Commission Rehabilitation Division.
7. A new job with a new employer based upon skills acquired through a short-term retraining and job placement program, as coordinated through the State Insurance Fund and the Idaho Industrial Commission Rehabilitation Division.

EMPLOYEE RESPONSIBILITIES

1. Report all injuries and/or illnesses to your supervisor immediately.
2. Assist your supervisor in completing a *First Report of Injury or Illness* (FROI) form if medical care is needed.
3. Take a copy of your written job description with you on your first visit to the doctor. This will allow the doctor to see exactly what tasks you perform and help determine if you can be released for your normal job duties.
4. Advise your supervisor as soon as possible of upcoming medical appointments or any changes in scheduled appointments.
5. Maintain contact with your supervisor, informing him/her of your progress.
6. Upon your return to work, bring in a return to work slip from your doctor, listing the duration of any restrictions which may apply. Please deliver the *return to work* slip to your supervisor prior to reporting for work. The return to work slip must be reviewed and approved to ensure you are physically able to do the job to which you are returning.

SUPERVISOR RESPONSIBILITIES

1. Fill out a FROI form with the assistance of the injured employee. If the injured employee is not available, complete the form and submit it on his/her behalf in order to avoid a delay.
2. Ensure safe transportation for the employee to the hospital or doctor’s office by either driving the employee to the hospital or doctor’s office yourself or arranging for such transportation by an alternate method, i.e. by another employee or by ambulance.

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3. Ensure that the injured employee takes a written job description with him/her on the first visit to the doctor. In some cases, it may be possible to provide the physician with the job description prior to the initial visit.
4. Schedule an incident investigation AS SOON AS POSSIBLE after each injury or accident. Complete the Supervisor’s Accident Report form (investigation) and any other necessary paperwork and submit it to ____ (designated management representative) ____.
5. If an employee is off work as a result of an injury, keep the employee informed of agency news and events.
6. Do not allow the employee to return to work without a written release from the doctor listing any restrictions. This slip must be reviewed and approved by you, the supervisor, to make sure the employee can do the work to which he/she returns. The supervisor should not allow the employee to exceed the restrictions set by the physician.
7. Comply with all notice requirements of the FMLA

WORKER’S COMPENSATION FACILITATOR RESPONSIBILITIES

1. Ensure that the injured worker’s supervisor either completes the FROI form or is aware the form has been completed.
2. Ensure that a written job description with the essential functions of the job has been provided to the employee and the employee’s current physicians.
3. Assist with communication between the injured worker and the State Insurance Fund or medical provider when needed.
4. Be available to meet with the employee and supervisor regarding the claim as needed.

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**CHAPTER VII – PROMOTING EMPLOYEE WELLNESS AND
REDUCING OFF THE JOB INJURIES**

Most State employees spend approximately one-third (1/3) of their time on the job and two-thirds (2/3) off the job; as a result, they are at greater risk of injury or death while off the job than while on the job. In fact, three (3) out of four (4) worker deaths and nearly sixty percent (60%) of disabling injuries to workers occur off the job. For these and other reasons, **Item 1 of Executive Order 99-06**, Continuing State of Idaho Comprehensive Safety and Loss Control Policy, requires agencies to take steps to protect the health of its employees and the public. The following sections provide some guidelines for complying with **Item 1 of Executive Order 99-06**.

1. PROMOTING EMPLOYEE WELLNESS

Promoting employee wellness is one of the highest priorities of the State of Idaho. Therefore, agencies should base their operations on the assumption that the overall good health and well-being of each employee is necessary for the continued success of the agency and for the personal effectiveness of each employee. Promoting employee health should include personal, as well as work habits.

Agencies should promote the idea that it is important for employees to practice healthy lifestyles, both on and off the job. But good health takes effort and commitment, so agencies should also strive to promote the idea that maintaining a healthy lifestyle is a full-time job for every employee.

In addition, agencies should ensure that employees are aware of the health-care resources available to them, including Employee Assistance Programs and Group Medical Benefit Programs. Employees' benefits and rights may include Family and Medical Leave Act, short term disability, long term disability and the American Disabilities Act. These and other resources are discussed in Chapter XVIII, Resources.

2. REDUCING OFF THE JOB INJURIES

Safety awareness should not be just an on-the-job activity. Rather, agencies should encourage employees to think and act safely both on the job and off. Specifically, agencies should encourage employees to apply the principles of safety awareness to their lives beyond the workplace, including safety principles derived from the agency's safety policy statement, the employees' involvement in the safety and loss control program, and the employees' involvement in safety seminars, courses in defensive driving, and other safety training.

CHAPTER VIII – WORKPLACE VIOLENCE

WORKPLACE VIOLENCE

1. PREVENTING VIOLENCE IN THE WORKPLACE

- A. The State of Idaho has taken an aggressive approach to preventing violence in the workplace, and it is committed to providing a work environment free from violence for all employees. Therefore, as part of your agency's safety program, it is important to implement a policy against workplace violence. A sample policy, Section 2., follows for review.
- B. Because violent incidents are sometimes spontaneous, they are not always preventable. However, planning ahead and being prepared to act prudently and swiftly to deal with threats, intimidation, and other disruptive behavior at an early stage can reduce the risk. Fear is one of the most intimidating factors of workplace violence. Whether the fear is real or unreal is not an issue or even relevant to the affected party. The perception itself will influence productivity and the working environment. A strong workplace violence prevention plan will reduce perceived fears.
- C. Employees from the Department of Administration, with the assistance from legal counsel with the Division of Human Resources, have developed a document entitled *Workplace Violence Prevention Guidelines*. These *Guidelines* have been developed with a proactive approach toward **prevention** rather than incident reaction. The *Guidelines* are intended to offer suggested courses of action for agencies and employees who are faced with workplace violence situations. With the implementation of these suggestions, the fear of workplace violence can be reduced and, in some instances, totally eradicated.
- D. To learn more about the prevention of workplace violence, review the *Workplace Violence Prevention Guidelines* located on the Internet at: http://www2.state.id.us/adm/pubworks/facilities/security/violence_guidelines.pdf.

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CHAPTER VIII – WORKPLACE VIOLENCE

2. SAMPLE WORKPLACE VIOLENCE POLICY

SAMPLE

STATE OF IDAHO
MODEL
WORKPLACE VIOLENCE POLICY

The State of Idaho is committed to providing a work environment free from violence for all employees. The State will not tolerate any form of violence in the workplace, including verbal or physical threats. All employees share the responsibility to make and keep the workplace safe.

Violence and threats of violence may include, but are not limited to:

- ◆ Physically aggressive acts (hitting, shoving, fighting, etc.);
- ◆ A serious, communicated or implied intent to harm another, or endanger his/her safety, or destroy property;
- ◆ Actions that have a potential for violence (throwing objects, waving fists, destroying property, etc.);
- ◆ Obsessively directed behavior (harassing telephone calls, stalking, intensely focusing on a grudge or aggravation, etc.); and/or
- ◆ Inappropriate use or display of firearms, weapons, or any other dangerous devices on State property.

If evidence exists to support the allegations of violence or threats of violence, and the offender is an employee, disciplinary action may be taken, up to and including immediate dismissal.

Duty to Report. Any violence or threat of violence must be reported immediately to the Director/Administrator or designee.

The Director/Administrator or designee will promptly convene an investigation to address concerns or incidents of workplace violence.

Confidentiality. After reporting the situation, employees shall not discuss the matter with co-workers and persons not directly responsible for investigating the matter, except in cases when there is risk of imminent physical danger. Care must be taken to keep the situation contained to prevent escalation of the violence or threat and prevent damage to the reputation of someone falsely accused.

Implementation. This policy is effective immediately. A copy will be distributed to all current employees, and become part of regular new employee orientation and the Employee Handbook.

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SAFETY AND LOSS CONTROL PROGRAM MODEL

CHAPTER IX – TORT CLAIMS AND PROPERTY LOSSES

TORT CLAIMS AND PROPERTY LOSSES

1. TORT CLAIMS

- A. If a person(s) believes he/she has been wronged in some way by the actions of the State, an agency within the State or an employee of the State, that person(s) may file a claim for monetary damages under Idaho Code § 6-905. This is usually referred to as a tort claim. The law also limits the amount of money the person(s) may be entitled to if the State of Idaho is found to be negligent. The injured party must file a claim with the Idaho Secretary of State's office within one hundred eighty (180) days from the date the claim arose or reasonably should have been discovered, whichever is later. If a claim is not filed within this time frame, again under State law, the person(s) cannot claim for damages at a later time.
- B. Should a person come to your agency with a complaint for damages or injury, always show concern, listen to his/her concerns and be as sincere as possible. However, it is also very important that you do not admit fault under any circumstances. Gather as much contact information as possible (e.g., name, telephone number, address, etc.) about the person and the facts about his/her complaint for damages. Use the State of Idaho Accident / Incident Report form¹ or a separate piece of paper to capture this information. The information obtained concerning the incident is confidential and is not to be shared with the complainant.
- C. Automobile accidents involving a State owned vehicle require special paperwork to be completed by the State employee driver. Each automobile should have an Auto Accident Report Guide form. This Guide form includes a copy of the Citizen's Claim Procedure²; a Certificate of Financial Responsibility³; and the Auto Accident Report Guide form⁴, a detailed form that must be completed by the employee driver and submitted to the Office of Insurance Management. This Guide form is for State use only and is not to be shared with the third party. If there are serious injuries involved, contact the Office of Insurance Management as quickly as possible.

If the employee is injured in an automobile accident, a worker's compensation First Report of Injury (FROI) should be completed and submitted to the State Insurance Fund.

- D. Advise the injured party that they will need to file a formal complaint with the Idaho Secretary of State. Your agency may provide them with a copy of the Citizen's Claim Procedure form⁵, or if the claim is against a Health District, provide the injured party with the Citizen's Claim Procedure form⁶ for Health Districts only. You may also

¹ State of Idaho Accident / Incident Report form, see Chapter IX, Section 2.

² Citizen's Claim Procedure form, see Chapter IX, Section 3. and Section 4.

³ Certificate of Financial Responsibility form, see Chapter XI, Section 6.

⁴ Auto Accident Report Guide form, see Chapter XI, Section 5.

⁵ Citizen's Claim Procedure form, see Chapter IX, Section 3. (green form)

⁶ Citizen's Claim Procedure form (Health Districts), see Chapter IX, Section 4. (pink form)

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CHAPTER IX – TORT CLAIMS AND PROPERTY LOSSES

provide the person with a copy of the State of Idaho Notice of Claim form⁷ to facilitate his/her filing of a formal tort claim. Remember, under no circumstances is the agency to file the claim and/or documents with the Idaho Secretary of State on behalf of the complainant.

- E. Contact the Office of Insurance Management as soon as possible to advise them of the situation. They will hold this information on file until a formal tort claim is filed with the Idaho Secretary of State by the injured party. Should any questions arise regarding the claim, please refer them to the Office of Insurance Management. A claims adjudicator will be assigned to work directly with the State agency and the claimant to resolve any conflict as quickly as possible.

⁷ Notice of Claim form, see Chapter IX, Section 5.

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CHAPTER IX – TORT CLAIMS AND PROPERTY LOSSES

2. STATE OF IDAHO ACCIDENT / INCIDENT REPORT

This form is to be filled out by State agencies for incidents **other than auto accidents**, which occur on State property, and sent to Risk Management.

CONFIDENTIAL – PREPARED IN ANTICIPATION OF LITIGATION
STATE OF IDAHO ACCIDENT / INCIDENT REPORT

Agency name: _____ **Telephone:** _____

Incident Location: _____

Date of Incident: _____

Name of Injured Party: _____

Address: _____

Telephone: _____ **Age (if known):** _____

Witnesses:	Names	Addresses	Telephone Numbers

Describe the incident in detail, include the nature of the injury or damage, sketch of the scene and photos
(use attachments if necessary):

Attachments: _____ Photos _____ Sketch of scene _____ Continued
_____ Witness Statements _____ Police Report _____ Narrative
_____ Other

What were the conditions in the area?

Were there any defective conditions? _____ Yes _____ No

If yes, describe:

Could the accident have been prevented? _____ Yes _____ No

If yes, explain:

Are follow up procedures necessary? _____ Yes _____ No

If yes, by whom:

Report Prepared by: _____ **Date of Report:** _____

Please forward original to Office of Insurance Management, P.O. Box 83720, Boise, ID 83720-0079, Phone (208) 332-1860

CAUTION

Do not use this synopsis to decide coverage. Refer all questions to Office of Insurance Management
As this office has sole responsibility for coverage determinations.

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CHAPTER IX – TORT CLAIMS AND PROPERTY LOSSES

3. CITIZEN'S CLAIM PROCEDURE

(GREEN FORM)

*** NOTE: This procedure is for all liability claims for all State agencies, except Health Districts.**

CITIZEN'S CLAIM PROCEDURE

TO ASSIST YOU IN FILING A CLAIM AGAINST THE STATE OF IDAHO OR ANY OF ITS EMPLOYEES OR AGENCIES, PLEASE BE ADVISED THAT YOU ARE REQUIRED TO SUBMIT A **NOTICE OF CLAIM**. THE CLAIM MUST BE FILED WITHIN 180 DAYS FROM THE DATE THE CLAIM AROSE OR SHOULD HAVE BEEN REASONABLY DISCOVERED. THE CLAIM MUST BE SUBMITTED TO:

IDAHO SECRETARY OF STATE
PO BOX 83720
BOISE ID 83720-0080

THE CLAIM MUST ACCURATELY DESCRIBE THE TIME, PLACE, CONDUCT AND CIRCUMSTANCES WHICH BROUGHT ABOUT THE INJURY OR DAMAGE. ATTACH REPAIR ESTIMATES, BIDS, OR OTHER DOCUMENTATION WHICH WILL AID IN PROCESSING YOUR CLAIM. YOUR NAME AND MAILING ADDRESS MUST BE INCLUDED AND BE LEGIBLE.

See Idaho Code Title 6 Chapter 9 if additional information is needed.

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SAFETY AND LOSS CONTROL PROGRAM MODEL

CHAPTER IX – TORT CLAIMS AND PROPERTY LOSSES

4. CITIZEN’S CLAIM PROCEDURE

(PINK FORM)

HEALTH DISTRICTS ONLY

CITIZEN’S CLAIM PROCEDURE

TO ASSIST YOU IN FILING A CLAIM AGAINST THE HEALTH DISTRICT OR ITS EMPLOYEES, PLEASE BE ADVISED THAT YOU ARE REQUIRED TO SUBMIT A NOTICE OF CLAIM. THE CLAIM MUST BE FILED WITHIN 180 DAYS FROM THE DATE THE CLAIM AROSE OR SHOULD HAVE BEEN REASONABLY DISCOVERED. THE CLAIM MUST BE SUBMITTED TO THE SECRETARY OF THE HEALTH DISTRICT INVOLVED. THE ADDRESSES OF THE HEALTH DISTRICTS ARE AS FOLLOWS:

Health District I 2195 Ironwood Ct Coeur d’Alene, ID 83814	Health District II 215 10 th St Lewiston, ID 83501	Health District III 920 Main St Caldwell, ID 83605-3700	Health District IV 707 N Armstrong Pl Boise, ID 83704-0825
Health district V PO box 547 Twin Falls, ID 83303-0547	Health District VI 465 Memorial Dr Pocatello, ID 83201	Health District VII 254 W Street Idaho Falls, ID 83402-3597	

THE CLAIM MUST ACCURATELY DESCRIBE THE TIME, PLACE, CONDUCT AND CIRCUMSTANCES WHICH BROUGHT ABOUT THE INJURY OR DAMAGE. YOU SHOULD ALSO ATTACH REPAIR ESTIMATES, BIDS, OR OTHER DOCUMENTATION WHICH WILL AID IN PROCESSING YOUR CLAIM.

See Idaho Code Title 6 Chapter 9 if additional information is needed.

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CHAPTER IX – TORT CLAIMS AND PROPERTY LOSSES

5. NOTICE OF CLAIM (TORT)

STATE OF IDAHO
NOTICE OF CLAIM

TO: Secretary of State
PO Box 83720
Boise ID 83720-0080

In compliance with Title 6, Chapter 9, the undersigned hereby presents a claim against the State of Idaho for damages arising out of an occurrence which happened as follows:

1. Date and Time: _____
2. Place or Location: _____
3. Cause of damages: (Describe the details and circumstances of the accident or occurrence.)

4. Witness:

<u>Name</u>	<u>Address</u>	<u>Phone Number</u>
_____	_____	_____
_____	_____	_____
5. Amount of claim: \$ _____ (Attach all bills or other substantiating information as to the amount of claim.)
6. Personal Injury: (Please describe the extent of your injury, your attending physician, the place of emergency treatment, etc...)

7. Property damage: (Describe the property damage.) _____

Dated this _____ day of _____, 19 _____.

Name of Claimant	_____
Street Address	_____
City and State	_____
Phone Number	_____

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CHAPTER IX – TORT CLAIMS AND PROPERTY LOSSES

6. REPORTING PROPERTY DAMAGE CLAIMS

- A. Report the following types of property losses to the Office of Insurance Management immediately:
- (1) Losses with damage in excess of Ten Thousand and 00/100 Dollars (\$10,000.00);
 - (2) Losses which will obviously require the assistance of an independent adjuster for coordination of repairs or to resume operations;
 - (3) Energy systems' losses;
 - (4) Natural disasters, such as fire, flood, and earthquake; and
 - (5) Pollution, toxicity of any sort.
- B. All property claims over Two Thousand and 00/100 Dollars (\$2,000.00) must be filed with the Office of Insurance Management by completing the State of Idaho Property Loss Reporting Form⁸ within ninety (90) days from the date of loss.
- C. All losses involving theft, vandalism or similar crimes must be reported to your local law enforcement authorities as soon as discovered. The Office of Insurance Management will require a copy of the police report before they can process.
- D. Inland Marine insurance provides coverage for assets owned by the State of Idaho, such as computers, artwork, and other miscellaneous property, not considered real property. To provide coverage for this type of property, each item must be scheduled with the Office of Insurance Management. Annually, the Office of Insurance Management will send each agency lists of scheduled items to verify and review values.
- E. Should a loss of damage occur under the Inland Marine coverage, complete the State of Idaho Property Loss Reporting Form within ninety (90) days from the date of loss. It must be noted on this form that this is an Inland Marine claim, and the following information must be included:
- (1) The Inland Marine Certificate number(s), if known;
 - (2) Serial numbers and/or State property tag number. (Use the same identification number used on the Inland Marine schedule.)
 - (3) All supporting information, quotes, estimates or vouchers showing replacement cost must be submitted before the loss will be paid.

⁸ State of Idaho Property Loss Reporting Form, see Chapter IX, Section 7.

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STATE OF IDAHO PROPERTY LOSS REPORTING FORM

CHAPTER IX – TORT CLAIMS AND PROPERTY LOSSES

SLCPM 9/02

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CHAPTER X – EMERGENCY MANAGEMENT PROGRAM

EMERGENCY MANAGEMENT PROGRAM

Item 1 of Executive Order 99-06, Continuing State of Idaho Comprehensive Safety and Loss Control Policy, requires each State agency to minimize the risk of damage to the agency's ability to fulfill its mission. In addition, **Item 1 of Executive Order 2000-04** requires each State agency to develop a Business Resumption Plan, a written document defining how the agency will resume business after an emergency or disaster has interrupted the agency's ability to conduct business. Intended to promote readiness within the agency, the Business Resumption Plan should be developed as part of an overall Emergency Management Program.

Developing a Business Resumption Plan is a process, consisting of planning, preparation, implementation and maintenance or exercise. The key to an effective Business Resumption Plan is identifying the critical functions of an agency; critical functions are identified by analyzing the impact that various emergencies might have on the agency's ability to conduct business. In addition, an effective Business Resumption Plan includes methods for reducing losses caused by emergencies, and it provides a means by which personnel can be trained and equipment can be procured to implement recovery from the emergency.

The following sections contain specific recommendations for developing a Business Resumption Plan and for developing guidelines and procedures to be used in the event of an emergency or disaster.

1. RECOMMENDED ELEMENTS AND ORGANIZATION OF A BUSINESS RESUMPTION PLAN

It is recommend that agencies include the following information in a Business Resumption Plan. In the interests of consistency, agencies are encouraged to organize this material as outlined below. However, some agencies may need to modify this organization or include additional information, depending on the particular needs of the agency.

- A. Organizational charts depicting the emergency management structure of the agency;
- B. Business Impact Analysis, identifying vital business functions and systems for each agency location;
- C. Hazard Vulnerability Assessment, detailing identified hazards, risks associated with those hazards, and the agency's assessment of its vulnerability to those hazards;
- D. Business Resumption Plan; and
 - (1) **Purpose** – This section should describe the general rationale, mission, or scope of the development of the plan. It should also define what types of situations are covered (i.e., natural disasters, major incidents, civil disorders, and resource crisis). This part of the plan presents the basis for all responsibilities and guides those concerned with business resumption.

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CHAPTER X – EMERGENCY MANAGEMENT PROGRAM

Additionally, this plan will generally cover such concerns as minimization of the effects of a disaster on the safety and security of the organization's personnel, response to emergency incidents; return to normal operations as soon as conditions allow, and minimize the financial loss and interruption of services to the organization's customers.

- (2) **Situation and Assumptions** – Situations pertinent to the organization can be drawn from the hazard vulnerability assessment and described in general terms. If possible, the potential scope and impact of various situations should be clarified. As a support to developing a clear picture of the business resumption capabilities in the organization, assumptions about the emergency organization should be stated.
- (3) **Concept of Operations** – This section should provide guidance about how recovery activities will be conducted. A general statement should be made describing the day-to-day responsibilities of the organization; whether these responsibilities will change during emergency or disaster periods; and how the affected departments, agencies, and governing bodies will interact. Describe the relationship between the subdivisions of the organization. Also define changes in operational control in certain situations and the possible elimination and curtailment of some public services.
- (4) **Organization and Assignment of Responsibilities** – This section addresses the broad organizational framework for business recovery in the organization. Organizational elements with responsibilities in any part of business resumption are identified and their functions are clearly stated.

Relationships between and among agencies (and, by agreement, with private-sector organizations) should be summarized in terms of primary and supporting roles. A rectangular matrix with functions on one edge and organizational entities on the other can be used for this purpose.

Although specific assignments of responsibility will be described in functional annexes, this portion of the plan can be used to identify overall roles for all types of emergencies.

- (5) **Administration and Logistics** – Management of resources, general support requirements, and availability of services and support for all types of emergencies should be addressed. Statements made should establish policies for obtaining and using facilities, equipment.
- (6) **Supplies**, services, and other resources required for business resumption. It is recommended that this portion of the plan focus on adequate supplies and personnel for resumption operations.

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- (7) **Plan Development and Maintenance** – The overall approach to planning, including assignment of planning responsibilities, should be discussed. Statements should focus on the planning process, participants involved in that process, and the interaction expected between planning levels. It is important that an appropriate person be assigned the task of coordinating the total planning effort.

A procedure should be developed for continuing review and improvement of the Business Resumption Plan. It is especially important that practice exercises and actual emergency operations be thoroughly evaluated and that lessons learned are reflected in the revised plan.

Since a Business Resumption Plan involves many elements of the organization, decisions should be made about the kinds of changes that must be coordinated through the Director or agency head. Delegation of authority to emergency officials is appropriate so that routine changes in call-up rosters, maps, and the like can occur without delay.

- (8) **Authorities and References** – Authorities cited should be those laws that provide the basis for emergency operations and activities. Statutes, ordinances, executive orders, regulations, and formal agreements that pertain to emergencies should be listed. This statutory basis should include pre-delegation of emergency authorities, i.e., enabling measures sufficient to ensure that specific emergency-related legal authorities can be exercised by the elected or appointed leadership or the designated successor. Citing reference materials, particularly those of other levels of government, is valuable.
- (9) **Annexes** – Annexes are the parts of the plan that begin to provide specific information and direction. Annexes should focus on operations, what the function is and who is responsible for carrying it out. They should emphasize responsibilities, tasks, procedures, and operational actions that pertain to the function being covered. Annexes should cover, in general terms, the activities to be performed by any person with a responsibility under the function.
- (10) **Appendix** – To be logical, a planning process must address each hazard that threatens the organization. It is important, therefore, that the hazard identification process is completed at the beginning of the planning process and that the planning team is fully briefed on the hazards; it addresses all of them collectively. It is inevitable, however, that unique characteristics of various hazards will not be adequately covered in the annexes. To properly treat such unique factors is the purpose or role of the hazard-specific appendixes to the functional annexes.

- E. Exercising your Business Resumption Plan. There are four (4) types of exercises used in emergency management. They are:

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- (1) **Orientation** - An Orientation exercise is very low-key and is used as a building block to other more difficult exercises.
- (2) **Table Top** - The characteristics of a Table Top exercise is that it is low stress, little attention to time, lower level of preparation effort and only attempts to simulate reality. The focus in these exercises is on training and familiarization with roles, procedures, and personalities in the jurisdiction's emergency management system.
- (3) **Functional** - A Functional exercise is an inside exercise, in that it takes place within a classroom or actual emergency operating center. It involves very complex simulation with varied forms of message traffic (written, telephone, radio) and exhaustive attempts to recreate a realistic environment through simulation. Training comes from the practice and testing of personnel and procedures under complex conditions and high stress that evokes responses that approximate a real emergency, even though actual equipment is not operating.
- (4) **Full Scale** - The Full Scale exercise combines a functional exercise with a drill in which field personnel of one or more emergency services actually operate. The actual movement of equipment and personnel is important for the preparedness of an individual management plan.

Exercising all aspects of your Business Resumption Plan will allow an agency to determine if its plan will function as anticipated by working through the progressively more difficult levels of exercises.

2. SECURITY

Security is an important component of any agency's Emergency Management Program; however, security needs vary considerably from one agency to another. It is therefore recommended that each agency tailor the security aspect of an Business Resumption Plan to meet the particular needs of the agency. Some security areas for consideration may include:

- A. Building security;
- B. Records security, i.e. electronic or hard copy records;
- C. Equipment and building contents;
- D. Automobile fleet safety; and
- E. Emergency response activities.

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CHAPTER X – EMERGENCY MANAGEMENT PROGRAM

3. WRITTEN GUIDELINES, CHECKLISTS AND PROCEDURES

A Business Resumption Plan defines and assigns responsibilities to various divisions and subdivisions within the agency. To discharge those responsibilities, divisions and subdivisions rely on written guidelines, checklists, and procedures. The following questions should be considered when drafting emergency guidelines, checklists, and procedures.

- A. What does the task entail?
- B. What subtasks will have to be considered?
- C. What other tasks might this task directly affect?
- D. Who is responsible for performing the task?
- E. What procedures are necessary to perform the task?
- F. Should written procedures documenting the task be brief and general, or lengthy and detailed?
- G. What resources are available for use in performing the task?
- H. Where are these resources located?
- I. What agreements need to be made with volunteer relief organizations, local government, and other such groups?

To answer these questions about a particular task, agencies should request that the individual responsible for performing the task create written guidelines, checklists, and procedures documenting the task.

Planning guidance and technical assistance are available through the Bureau of Disaster Services. Chapter XVIII, Resources, briefly describes the inter-agency assistance available from the Bureau of Disaster Services and provides contact information.

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CHAPTER XI – VEHICLE DRIVER SAFETY PROGRAM

VEHICLE DRIVER SAFETY PROGRAM

Many State agency employees are required to use a vehicle during the course of their employment. Some agencies maintain a large fleet of vehicles specifically for employee use, while other agencies may find it necessary to allow an employee to drive his/her personal vehicle to meet business requirements. In either case, vehicle use can pose a serious liability threat and potential property loss to the State of Idaho, your agency and to the employee. Each agency should develop a Vehicle Driver Safety Program that addresses these issues and establishes procedures to follow when operating any vehicle while on State business. Your Vehicle Driver Safety Program should also include the Idaho State Travel Policies and Procedures¹ relating to vehicle use. See

<http://www.sco.state.id.us/WEB/sbe/sbeweb.nsf/0e01d2f0a950916d8725654700685c2c/9235b6278275d630872569bc006d63eb!OpenDocument> for the full document. Some of the other areas that should be included in the program are:

- A driver screening process;
- A periodic driver evaluation process;
- Driver training; and
- What to do in the event of a vehicular accident.

You may also want to include some or all types of vehicle maintenance as part of this program. Included in this manual is a Driver Daily Pre-Use Vehicle Checklist², a Monthly Vehicle Maintenance Checklist³, and a Monthly Vehicle Maintenance and Vehicle Inspection Schedule⁴ for your reference.

1. DRIVER SCREENING PROCESS – SUGGESTED GUIDELINES

- A. Verify employee has a current driver's license.
- B. Request a Driver's Motor Vehicle Report from Idaho Motor Vehicles Division, Driver Services, for any employee who will use a State-owned or personal vehicle during the course of his/her employment.
- C. Driver's Motor Vehicle Reports can be obtained online at no cost and without the five (5) to ten (10) day waiting period. To learn more about this online program, contact the Idaho Transportation Department at 334-8712 or by e-mail at bdavis@ITD.state.id.us. They will assist you with the necessary application and procedures.

¹ For excerpts from the Travel Policy, see Chapter XI, Section 7.

² Driver Daily Pre-Use Vehicle Checklist form, see Chapter XI, Section 8.

³ Monthly Vehicle Maintenance Checklist, see Chapter XI, Section 9.

⁴ Monthly Vehicle Maintenance and Vehicle Inspection Schedule, see Chapter XI, Section 10.

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- D. Evaluate the employee's Driver's Motor Vehicle Report to ensure the employee meets the established requirements for your agency. If not, additional driver training may be appropriate. (See this Chapter, Section 3., Driver Training – Suggested Guidelines.)
- E. If there is a question about the employee's ability to drive safely, contact the agency's human resource manager or your Deputy Attorney General's office for further assistance. No personal information shall be obtained, such as copies of signatures, social security numbers, photographs or medical conditions unless otherwise provided for in Idaho Code § 49-202 and § 49-203.
- F. Personal vehicle use:
 - (1) If a State employee drives his/her own vehicle while conducting State business, verify the employee has the minimum property, liability and bodily injury automobile insurance requirements required under Idaho Code § 49-117 (Proof of Financial Responsibility). Currently these limits are \$25,000/\$50,000/\$15,000 respectively. A copy of a current automobile insurance certificate, required to be maintained in the vehicle (Idaho Code § 49-1232), is acceptable for insurance verification.

2. PERIODIC DRIVER EVALUATION – SUGGESTED GUIDELINES

When an agency sets driving criteria for employees using State owned vehicles or personal vehicles for business use, it is recommended agency management review the driving records of these employees periodically. This provides an agency with information on how well the employee is conducting himself on State roadways.

- A. An updated Driver's Motor Vehicle Report should be requested.
- B. All traffic moving violations should be reviewed to see if they exceed the criteria the agency has set for safe driving. If a number of violations have accumulated in a short period of time, driver training may be appropriate to assist the employee with his/her driving techniques.
- C. If violations such as driving under the influence (DUI) or a suspended drivers license is found, it may be appropriate to take corrective action and/or provide counseling for the employee.
- D. If you have any question about the ability of an employee to drive safely, seek immediate assistance from your Human Resource Department or the Deputy Attorney General's office.

3. DRIVER TRAINING – SUGGESTED GUIDELINES

Employees who drive vehicles on State agency business benefit from additional driver's training. The State of Idaho currently has an approved Defensive Driving Course (DDC) that can provide additional training for these employees. The course reinforces good driving

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CHAPTER XI – VEHICLE DRIVER SAFETY PROGRAM

habits and includes subjects such as driving under the influence, stress management while driving, and other types of distractions that can cause accidents.

Each agency is eligible for a liability insurance premium credit of Twenty and 00/100 Dollars (\$20.00) for those employees completing a DDC. The credit will be applied to the premiums in the following fiscal year. The credit is available once per employee every other year (every two [2] fiscal years) regardless of the number of times the employee completes the DDC during that timeframe.

In addition, driver training classes are available for employees who need driver record point reduction to improve their personal insurance premiums and their overall driving records. The classes are usually six (6) hours in length and can be scheduled through the Motor Vehicle Division, Driver Services Department. You may contact the Department of Administration, Office of Insurance Management, to determine if a liability insurance premium credit may apply under these circumstances.

4. VEHICULAR ACCIDENTS – SUGGESTED GUIDELINES

It happens! Be prepared. A State of Idaho Auto Accident Report Guide form⁵ and a copy of the Certificate of Financial Responsibility⁶ should be kept in the glove box of each State owned vehicle. A copy of a Citizen's Claim Procedure⁷ should also be kept in the vehicle.

A. Regardless of whose fault the accident may or may not be, it is recommended State agency employees show concern and:

- (1) If immediate medical care is required, make sure emergency services are contacted;
- (2) Do not argue about the circumstances of the accident; and
- (3) Never admit fault.

B. If an accident occurs while driving a State owned vehicle, it is recommended that the employee also:

- (1) Complete the State of Idaho Auto Accident Report Guide form.
- (2) If a second vehicle is involved in the accident, provide the driver with a copy of the Citizen's Claim Procedures form⁸. NOTE: Never admit fault.

⁵ Auto Accident Report Guide form, see Chapter XI, Section 5.

⁶ Certificate of Financial Responsibility form, see Chapter XI, Section 6.

⁷ Citizen's Claim Procedure form, see Chapter IX, Section 3. and Section 4.

⁸ Citizen's Claim Procedure form, see Chapter IX, Section 3. and Section 4.

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- (3) If the employee is injured during the accident, a First Report of Injury or Illness claim form⁹ (FROI) should be completed.
- C. If an automobile accident occurs while driving an employee's personal vehicle, it is recommended that the employee obtain:
 - (1) All information his/her personal insurance carrier would require.
 - (2) The employee should also complete the State of Idaho Auto Accident Report Guide form¹⁰. This does not guarantee property damages or personal injuries to a third party will be accepted or the claim handled by the State.
 - (3) If an employee is injured while driving his/her own vehicle for State related business, he/she should complete a FROI form¹¹.

⁹ First Report of Injury or Illness form, see Chapter VI, Section 4.

¹⁰ Auto Accident Report Guide form, see Chapter XI, Section 5.

¹¹ First Report of Injury or Illness form, see Chapter VI, Section 4.

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**State of Idaho,
AUTO
ACCIDENT REPORT
GUIDE**



- 1. Offer assistance to anyone injured.**
Do not move injured unless absolutely necessary.
- 2. Notify the police.**
- 3. Don't comment on accident.**
Give information as requested by police and provide all other information and comment to State Risk Management.
- 4. Fill out this form.**
Complete as much as possible at the accident site.

- 5. Do not accept responsibility for the accident.**

Do be courteous. If the other party feels that the State driver is responsible for the accident, provide him/her with a "Citizen's Claim Procedure" form (small green sheet).

- 6. Complete this form and send promptly to:**

BUREAU OF RISK MANAGEMENT
DEPT OF ADMINISTRATION
P O BOX 88720
BOISE ID 83720-0079

A copy of this report should also be sent to your department's safety coordinator.

- 7. Obtain estimates of damage.**

If the State vehicle is covered by auto physical damage insurance, please obtain two estimates of repair costs and forward to Risk Management.

Note: Do not delay sending this accident report — send estimates separately.

Costs associated with this publication are available from
Dept. of Administration in accordance with Section 60-202,
Idaho Code. 03-93/F-7976/2,000/200-5102/\$.19 - \$397.31



H. WITH YES

Name _____

Address _____

Telephone _____

Home _____ Work _____

Name _____

Address _____

Telephone _____

Home _____ Work _____

I. STATE VEHICLE DAMAGES

Vehicle ID No. _____

Make and _____

Model _____

Year _____ License No. _____

Estimate of Damages \$ _____

List damaged parts _____

If not drivable, move to a State lot or a secure location.

Where can vehicle be seen? _____

Supervisor's Signature: _____

If accident involves serious injury or extensive property damage, contact the Bureau of Risk Management immediately. Call (208) 334-3930.

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CHAPTER XI – VEHICLE DRIVER SAFETY PROGRAM

F. INJURED

Name _____ Age _____
Address _____
Telephone _____

Nature of Injury _____

This person was:

☐ In my vehicle ☐ In other vehicle
☐ Pedestrian _____

Name _____ Age _____
Address _____
Telephone _____

Nature of Injury _____

This person was:

☐ In my vehicle ☐ In other vehicle
☐ Pedestrian _____

G. POLICE & COMMENTS

Name of Officer _____
Which police force? _____

What citations were issued and to whom? _____

Who do you think was at fault? _____

Why? _____

State Driver's Name _____	Which Agency Owns State Vehicle? _____
SSN _____	Work Address _____
Work Phone No. _____	
Agency Contact (If not driver) _____	Phone No. _____

A. DESCRIPTION OF ACCIDENT

Date _____ Time _____
Place _____
Describe what happened _____

C. Speed of your vehicle before accident:

Speed of other vehicle before accident: _____

Did either driver signal? _____

If so, describe _____

Please show any traffic controls on diagram.

Example:



Stop Sign



Stop Light



Yield Sign



Road Stripping

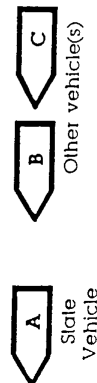
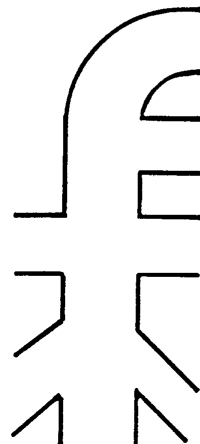
Weather _____

Visibility _____

Road condition _____

B. DIAGRAM ACCIDENT

Show where vehicles hit and where they stopped.



Show pedestrian and path as: _____
Use "X" to show point of impact.

E. OTHER PROPERTY DAMAGE

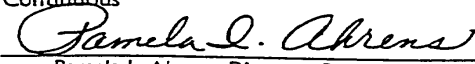
Owner _____
Address _____
Describe Damage _____

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6. CERTIFICATE OF FINANCIAL RESPONSIBILITY

5.1.8

State of Idaho	
CERTIFICATE OF FINANCIAL RESPONSIBILITY	
Assured:	The State of Idaho, its agencies, health districts, and permissive users of these vehicles.
Covered Vehicles:	All owned and leased vehicles of the government of the State of Idaho.
Guaranteed By:	The Bureau of Risk Management, which self-retains the automobile liability exposure for State government.
Effective Date:	July 1, 1995
Expiration Date:	Continuous
 Pamela I. Ahrens, Director, Dept of Administration	
KEEP THIS CERTIFICATE IN VEHICLE AT ALL TIMES VALID ONLY IN STATE-OWNED OR STATE-LEASED VEHICLES	

STATE OF IDAHO
SAFETY AND LOSS CONTROL PROGRAM MODEL

CHAPTER XI – VEHICLE DRIVER SAFETY PROGRAM

7. IDAHO STATE TRAVEL POLICIES AND PROCEDURES

IDAHO STATE TRAVEL POLICIES AND PROCEDURES

Effective July 1, 1996

Amended January 1, 2002

“...

7. USE OF PRIVATELY-OWNED AUTOMOBILE, AIRCRAFT, OR OTHER CONVEYANCE.

The use of privately-owned automobiles, aircraft, or other conveyances may be authorized whenever it is more practical or beneficial to the state's mission than transportation by common carrier or state vehicles. Privately-owned conveyances shall be covered by public liability and property damage insurance, pursuant to Idaho Code.

The cost of transportation by private conveyance shall be paid at the rate set by the Board of Examiners, pursuant to appendix A, up to the maximum allowed by law.

If an agency-owned vehicle is available to the traveler, but for personal convenience a privately-owned conveyance is used, the reimbursement shall be limited to one-half the applicable rate, unless otherwise determined by the director.

Allowable in-state mileage shall be computed according to the latest official state highway map or mileage charts. Allowable out-of-state mileage shall be computed according to the latest Rand McNally Atlas. Odometer readings are permissible only when mileage computations cannot be made from such maps or charts.

Travel for official purposes in and about a city, including travel within an employee's official station, as defined in 11., when not constituting a trip between two communities may be consolidated on a daily basis and reported as "vicinity travel".

Automobile storage or parking fees will be an allowable expense when necessary to protect state or private property, or for other reasons is advantageous for the state.

Receipts for storage or long term parking fees must be attached to the travel expense voucher for reimbursement.

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CHAPTER XI – VEHICLE DRIVER SAFETY PROGRAM

8. VEHICLE RENTALS AND AIRCRAFT CHARTERS

Automobile rental or aircraft charter may be authorized by the department director when the use of such conveyance is the most economical and practical means of transportation, necessary to accomplish the state's mission.

The most economical and practical rental equipment available will be used. Receipts for vehicle rental or charter costs paid by the traveler must be attached to the travel expense voucher for reimbursement.

9. USE OF STATE VEHICLES

The use of state vehicles for personal or other non-official business is strictly prohibited. Home-to-office driving is only permissible when beginning or ending an authorized trip outside of regular business hours, or for other reasons considered in the best interest of the state and approved by the department director. The names and an explanation of the responsibilities of administrative personnel determined by the department director to require the permanent assignment of a state vehicle shall be furnished to the Board of Examiners for approval.

Individuals who are not on state business may not operate or ride in a state conveyance while on official state business unless prior approval has been granted by the director or designated representative(s). Supporting documentation must be attached to the travel expense voucher.

State and local traffic laws must be observed at all times. Any employee committing an infraction of such laws shall be personally liable for any damage if the employee is acting outside the course and scope of official duty, and may be subject to disciplinary action. Any employee committing an infraction of such laws may be requested to attend a defensive driving course. Employees shall be personally liable for any fines arising from infractions of state and local traffic laws. State vehicles may be operated only by individuals who possess a valid operator's license. Seat belts must be worn at all times while operating or riding in state vehicles.

...”

*These Idaho State Travel Policies and Procedures may be accessed on
the State of Idaho's website at:*

<http://www.sco.state.id.us/WEB/sbe/sbeweb.nsf/0e01d2f0a950916d8725654700685c2c/9235b6278275d630872569bc006d63eb!OpenDocument>

STATE OF IDAHO
SAFETY AND LOSS CONTROL PROGRAM MODEL

CHAPTER XI – VEHICLE DRIVER SAFETY PROGRAM

8. DRIVER DAILY PRE-USE VEHICLE CHECKLIST – SUGGESTED

DRIVER DAILY PRE-USE VEHICLE CHECKLIST

Prior to each daily use of vehicle, the driver shall check the following items to make sure that all equipment is working and in a good, safe operating conditions:

1. Check fuel gauge for sufficient fuel (also oil gauge)
2. Windshield (clean and free of defects)
3. Rearview mirrors
4. Tires properly inflated and roadworthy
5. Spare tire available and inflated
6. Safety belts
7. Brakes (foot and emergency)
8. Horn
9. Head lights
10. Tail lights
11. Brake lights
12. Turn signals
13. Emergency flashers
14. Windshield wipers and washer

STATE OF IDAHO
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CHAPTER XI – VEHICLE DRIVER SAFETY PROGRAM

9. MONTHLY VEHICLE MAINTENANCE CHECKLIST – SUGGESTED

MONTHLY VEHICLE MAINTENANCE CHECKLIST

Date _____	Vehicle _____	Checked by: _____	
Current Mileage _____	License No. of Vehicle _____		
LAST LUBE JOB / OIL CHANGE	LAST OIL FILTER CHANGE	LAST AIR FILTER CHANGE	LAST ENGINE TUNE-UP
DATE: _____			
MILEAGE: _____			
OK _____	NOT OK _____	REMARKS _____	
Safety Belts			
Brakes/Steering			
Engine			
Transmission			
Heater/AC			
Wipers			
Head Lights	High Beam		
	Low Beam		
Turn Signals			
Brake Lights / Tail Lights			
Doors			
Windows /Windshield			
Radio			
Horn			
Tires			
All Tires Properly Inflated			
Lug Wrench /Jack			
Emergency flares			
Fire Extinguisher			
First Aid Kit			
Accident Information Packet in Glove Box			
Liquid Level Check	Radiator		
	Oil		
	Auto Trans		
	Power Steering		
	Brakes		
	Window Washer		

STATE OF IDAHO
SAFETY AND LOSS CONTROL PROGRAM MODEL

CHAPTER XI – VEHICLE DRIVER SAFETY PROGRAM

10. MONTHLY VEHICLE MAINTENANCE AND VEHICLE INSPECTION SCHEDULE – SUGGESTED

**MONTHLY VEHICLE MAINTENANCE AND
VEHICLE INSPECTION SCHEDULE**

1. ROUTINE SERVICE SCHEDULE:

- | | |
|--|----------------------|
| — Lube – oil – filter | Every 3,000 miles |
| — Rotate tires and balance | Every 5,000 miles |
| — Air filter |) |
| — PCV valve |) |
| — Brake service |) |
| — Front-end alignment |) Every 12,000 miles |
| — Engine tune-up |) |
| — Transmission service |) |
| — Shock absorbers |) |
| — Automatic transmission -
drain / refill |) Every 20,000 miles |
| — Differential – drain / refill |) Every 36,000 miles |
| — Wheel bearing packing |) |

2. EVERY 3 MONTHS INSPECT THE FOLLOWING: (Make required repairs)

- All fan, A/C, power belts
- Radiator, heater, A/C hoses (and connections)
- A/C, heater system
- Power steering
- Windshield wiper blades and arms
- Doors and windows

3. EVERY 6 MONTHS INSPECT THE FOLLOWING: (Make required repairs)

- Alternator / generator
- Battery
- Exhaust system, muffler, convertor, tail pipe
- Emission control system
- Ignition system
- Door locks and window mechanisms
- Fuel tank and suspension system

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SAFETY AND LOSS CONTROL PROGRAM MODEL

CHAPTER XI – VEHICLE DRIVER SAFETY PROGRAM

4. ANNUALLY INSPECT AND/OR CONDUCT THE FOLLOWING: (Make required repairs)
- Comprehensive engine tune-up and analysis
 - Comprehensive steering / brake system evaluation
 - Comprehensive body / paint check
 - Comprehensive evaluation of emission control system
 - Drain, flush, and clean cooling system – refill
 - Electric wiring
 - Suspension system
 - Suspension system
 - Mechanical linkages
 - Interior condition
 - Wash, wax and detail

STATE OF IDAHO
SAFETY AND LOSS CONTROL PROGRAM MODEL

CHAPTER XII – FACILITY INSPECTIONS

FACILITY INSPECTIONS

1. INSPECTIONS BY THE DIVISION OF BUILDING SAFETY

Item 4 of Executive Order 99-06, Continuing State of Idaho Comprehensive Safety and Loss Control Policy, requires buildings owned or maintained by the State to conform to all existing State building codes. All State agencies, and State universities should strive to ensure that all construction plans are submitted for review and approval by the Division of Building Safety and by the State Fire Marshal (if necessary).

Agencies should identify a primary contact person responsible for submitting plans for review and for monitoring their progress through the review process. In addition, this individual should be responsible for responding to annual safety inspections conducted by the Division of Building Safety and for creating an action plan documenting efforts to comply with safety standards. For specific safety standards, see the Division of Building Safety's Internet site at: http://www2.state.id.us/dbs/dbs_index.html.

2. SELF-INSPECTION CHECKLIST INFORMATION PAGE

Although the Division of Building Safety conducts periodic facility inspections, safety exposures can and do arise between facility inspections.

It is recommended this self-inspection process be done by all State agencies for their building locations on a quarterly basis. Divisions or units housed in leased facilities should report any areas found in need of attention to their Facilities Services/Maintenance Manager and/or the building owner for their notice and follow-up.

A sample self-inspection checklist has been developed to assist you in this process.¹ This checklist provides documentation of the furtherance of your awareness and pro-active approach to safety and loss control. We would suggest that, in most cases, an agency's Facilities Services/ Maintenance Manager or other designee (could be trained) would do this type of self-inspection. We suggest that this form be routed to all involved personnel.

One particular area addressed by this self-inspection form is the availability (and monthly check) of fire extinguishers as required by Idaho General Safety and Health Standards, Section 061.03 a. (7/1/97), which states "Portable fire extinguishers shall be maintained in a fully charged and operable condition and kept in their designated places at all times when they are not being used . . ." and 061.06 b. (7/1/97), which states ". . . fire extinguishers shall be inspected/quick-checked monthly . . . to insure they are in their designated places; they have not been actuated or tampered with and to detect any obvious physical damage, corrosion, or other impairments . . ."

¹ Monthly / Quarterly Workplace / Building Safety Self-Inspection Checklist, see Chapter XII, Section 3.

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SAFETY AND LOSS CONTROL PROGRAM MODEL

CHAPTER XII – FACILITY INSPECTIONS

A completed copy of this checklist does not need to be sent to the Office of Insurance Management. It is suggested that agencies keep a written record on file as it provides documentation of the furtherance of an agency's awareness and pro-active approach to safety and loss control.

When the Division of Building Safety or the Office of Insurance Management visits an agency facility, they can review the status of your agency's self-inspection program.

A productive, fully utilized policy of monthly/quarterly self-inspections can result in a reduction of losses and an improved facility. And, with a decrease in losses comes a reduction of costs for insurance.

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CHAPTER XII – FACILITY INSPECTIONS

3. SAMPLE MONTHLY/QUARTERLY SELF-INSPECTION PAGE

STATE OF IDAHO
BUREAU OF RISK MANAGEMENT
MONTHLY/QUARTERLY
WORKPLACE/BUILDING SAFETY SELF-INSPECTION CHECKLIST

Location Inspected	Inspection Date
Address	Inspected By

INSTRUCTIONS: Check whether condition and projection is either okay, action needed, or not applicable. If action needed is checked, use section on reverse side to record corrective action and date of completion.

ITEMS	CONDITION		Not Applicable
	OK	Action Needed	
1 HOUSEKEEPING			
A Walking surfaces inside & outside in good condition, not cluttered, free of tripping hazards			
B Lunch areas and rest rooms kept clean			
C All areas free of hazards and kept clean			
D Cabinets, bookshelves over 4 ft high secured, not over loaded, and weight evenly distributes			
2 FIRE PREVENTION/FIRE PROTECTION			
A "No Smoking" signs posted and policy enforced			
B Heat-producing appliances unplugged when not in use; located on non-combustible surface			
C Fire extinguishers available & inspected monthly			
D Recommend space heaters with tip-over protection; away from combustibles			
E Emergency phone numbers posted near phone			
3 ELECTRICAL			
A Electrical cords kept in good condition			
B Use of extension cords kept to a minimum, not for permanent use			
C Electrical equipment properly grounded			
D Damaged outlets or junction boxes, exposed wiring			
E Ground fault interruption system used in outlets, checked monthly			
4 EQUIPMENT			
A Machine guards in place			
B Equipment properly used and maintained			
5 LIFE-SAFETY CONSIDERATIONS			
A First-aid kits available and properly maintained			
B First-aid trained employees as conditions warrant			
C Exits and emergency routes properly marked, illuminated & unobstructed			
D Have periodic evacuation drills been conducted?			
E Exterior walking surfaces in good condition & well illuminated?			
F Handicapped accessible; entrances & exits identified			
G Sprinkler heads unobstructed, 18 inches free clearance			
H Location of fire alarm pull boxes not obstructed			

CHAPTER XII – FACILITY INSPECTIONS

[illegible]

STATE OF IDAHO
SAFETY AND LOSS CONTROL PROGRAM MODEL

CHAPTER XIII – CONTRACTUAL RISK TRANSFER

CONTRACTUAL RISK TRANSFER

If an agency is involved in the activity of hiring outside contractors for equipment or enters into any type of service contract with private sector business, the potential for property or liability losses should be considered. Contractual Risk Transfer reduces or eliminates the risk of loss to the State or agency by ensuring a contractor is able to accept financial responsibility for losses incurred as a result of its actions during the course of the contract and for scope of work. This is done by receiving proof of insurance and writing hold harmless agreements and/or indemnification clauses into the contract between the agency and the contractor.

An agency should:

- Request a certificate of insurance from the contractor naming the state of Idaho and your agency as an “additional insured;”
- Require insurance limits of One Million and 00/100 Dollars (\$1,000,000) for liability and Five Hundred Thousand and 00/100 Dollars (\$500,000) for property coverage;
- Keep a copy of this certificate on file for two (2) years after the work or service has been completed; and
- Review the proposed contract with either your agency’s Deputy Attorney General, or if your agency has no Deputy Attorney General, the Office of the Attorney General, Contracts and Administrative Law Division, or contact the Office of Insurance Management, Department of Administration.

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SAFETY AND LOSS CONTROL PROGRAM MODEL

CHAPTER XIV – PROGRAM COMMUNICATION

PROGRAM COMMUNICATION

Item 1 of Executive Order 99-06, Continuing State of Idaho Comprehensive Safety and Loss Control Policy, stipulates that “the continued development, maintenance, and monitoring of a systematic program of safety and loss control should be a priority objective for each agency.”

Communication is central to the success of any safety and loss control program. Even the most thoroughly designed program can fail to achieve its objectives if an agency fails to ensure that the program policies, procedures, goals, and objectives are effectively communicated throughout the agency. The following sections offer some suggestions for improving communication through effective dissemination of information and through employee recognition/incentive programs.

1. EFFECTIVE DISSEMINATION OF INFORMATION

The following methods can help to ensure that key information is effectively disseminated throughout an agency:

- A. Installing a safety and loss control bulletin board in a prominent location offers two (2) benefits: its presence sends the signal that the safety and loss control program is important, and it provides an effective, inexpensive way to inform employees about the program. For example, the minutes from meetings of the Safety and Loss Control Committee could be posted on the board, along with a copy of the agency’s policy statement.
- B. A suggestion box placed in a prominent location offers employees the opportunity to voice their opinions about the safety and loss control program, as well as to provide suggestions for ways to improve or refine the program. Of course, suggestions should always receive a response, whether they are used or not. At the least, receiving a suggestion provides an opportunity to thank the individual for participating in the program.
- C. A regular column in the agency newsletter helps to underscore the importance of the safety and loss control program, while at the same time helping to keep employees informed about the program.
- D. Integrate loss control reports and safety topics into regular staff meetings. This provides the opportunity for employee comment and feedback. Including safety information also demonstrates that safety can have a positive impact on employee morale as well as business productivity and efficiency. Management should emphasize that the success of the safety and loss control program contributes to the overall operational success of an agency.
- E. Utilize electronic communication, such as e-mail and electronic bulletin boards, within an agency or to other agencies.

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SAFETY AND LOSS CONTROL PROGRAM MODEL

CHAPTER XIV – PROGRAM COMMUNICATION

2. EMPLOYEE RECOGNITION PROGRAMS AND EMPLOYEE INCENTIVE PROGRAMS

Any allowable recognition program or employee incentive program provides an opportunity to recognize employees who contribute to the safety and loss control program. Through a recognition or incentive program, agencies can encourage employee participation in the safety and loss control program, heighten safety awareness, and create an atmosphere of teamwork and cooperation.

One way to recognize employees is to write them a note of appreciation (for instance, when they complete a course in defensive driving). Similarly, a note of appreciation can be used to recognize an employee who demonstrates a pro-active attitude or approach to safety and loss control. Notes of appreciation should clearly state that the agency appreciates the employee's contribution, and should state, as well, that a copy of the note will be added to the employee's personnel file.

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SAFETY AND LOSS CONTROL PROGRAM MODEL

**CHAPTER XV – PROGRAM ASSESSMENT, PROGRAM EVALUATION
AND PROGRAM DOCUMENTATION**

**PROGRAM ASSESSMENT, PROGRAM EVALUATION AND PROGRAM
DOCUMENTATION**

Item 1 of Executive Order 99-06, Continuing State of Idaho Comprehensive Safety and Loss Control Policy, requires each agency not only to develop and maintain a systematic program of safety and loss control, but also to monitor that program. Monitoring can take a variety of forms, each specific to a particular agency. At a minimum, however, we recommend that an agency regularly assess its safety and loss control program, regularly evaluate its effectiveness, and make any changes that seem warranted. There should be a way to document when these changes, additions, and deletions become effective.

1. PROGRAM ASSESSMENT

- A. In assessing a safety and loss control program, we recommend that agencies view their programs in light of the following questions:
- (1) Does the safety and loss control program contain all of the elements defined by this document? If not, what is the agency's time line and action plan to incorporate all elements into the safety and loss control program?
 - (2) Are all elements of the program in a written format?
 - (3) Does the safety coordinator or Safety and Loss Control Committee report findings and recommendations to the agency director or agency administrator?
 - (4) Does upper management respond to reports, recommendations and provide guidance and leadership to those involved with the safety and loss control program?
- B. Agencies should review and address all recommendations or deficiencies identified through their own self-inspection process or by other regulatory agencies, including the Division of Building Safety.

2. PROGRAM EVALUATION

To evaluate the effectiveness of its safety and loss control program, each agency should periodically review the data furnished by the State Insurance Fund and the Department of Administration's Risk Management Office as well as any in-house reports of incidents and near misses to determine appropriate corrective action. The number of claims, the types of claims, and the cost of claims associated with the agency should also be analyzed. Guidance in interpreting data information can be provided by the agency supplying the data.

STATE OF IDAHO
SAFETY AND LOSS CONTROL PROGRAM MODEL

**CHAPTER XV – PROGRAM ASSESSMENT, PROGRAM EVALUATION
AND PROGRAM DOCUMENTATION**

3. PROGRAM DOCUMENTATION

Documenting a safety and loss control program is essential to the program's success. **Written documentation** provides an ongoing record of the program's development, activities, and legal evidence that may be required for defending claims involving safety or loss control issues.

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SAFETY AND LOSS CONTROL PROGRAM MODEL

CHAPTER XVI – DEFINITIONS

DEFINITIONS

ACCIDENT

An *accident* is an unplanned and sometimes injurious or damaging event that interrupts normal work activity, is preceded by an unsafe act or condition, and results in a claim being made by the person or persons involved.

AGENCY

An *agency* is any official governmental entity of the State of Idaho.

EMPLOYEE

An *employee* is any individual currently employed by the State of Idaho. In this document, *employee* refers to both full-time and part-time workers, temporary workers, and contracted workers. Moreover, in this document the term employees refers to all State of Idaho workers with the exception of those designated as management (directors, division administrators, bureau chiefs, managers, and supervisors).

IMMEDIATE SUPERVISOR

An *immediate supervisor* is a member of management who regularly directs the work of one or more employees. By this definition, a bureau chief or administrator is also considered an immediate supervisor (see also SUPERVISOR).

INCIDENT

An *incident* is an accident that has not yet resulted in a claim being filed.

LOSS CONTROL

Loss control is a process aimed at reducing or eliminating losses arising from accidents. Generally, loss control refers to efforts to prevent workplace accidents, property damage, fires, and environmental damage. Loss control also addresses general and public liability.

MANAGEMENT

In this document, *management* is a group of State of Idaho workers holding the following job titles: director, division administrator, bureau chief, manager, or supervisors (see also EMPLOYEE).

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CHAPTER XVI – DEFINITIONS

NEAR MISS

A *near miss* is an event in which an accident nearly occurs. All involve some combination of human behavior, the environment, and physical hazards.

SAFETY

In this document, *safety* is a broad term that refers to the elements of a loss control program that specifically address workplace hazards to health, life, and limb.

SUPERVISOR

A *supervisor* is a member of management who directs the work of one (1) or more employees, even though that direction may be infrequent. By this definition, a bureau chief or administrator is also considered a supervisor (see also IMMEDIATE SUPERVISOR).

TORT CLAIM

A *tort claim* is an allegation against the State of Idaho, alleging some type of wrongdoing on the part of the State or on the part of a State employee.

STATE OF IDAHO
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CHAPTER XVII – LIST OF SOURCES

LIST OF SOURCES

The Statewide Safety and Loss Control Committee relied on the following sources of information in compiling this report:

- **Reference Book:**
Practical Loss Control Leadership
Bird, Frank E. Jr., and Germain, George L.
Published by Institute Publishing in March 1986
(A Division of International Loss Control Institute)
Highway 78, PO Box 345
Loganville, Georgia 30249
- **Reference Book:**
Principles of Insurance
Mehr, Robert I., and Emerson Cammack
Published by Richard D. Irwin, Inc., 1976
Homewood, Illinois 60430
- **Marsh USA Inc.**
111 SW Columbia Street
Portland, Oregon 97201
- **National Safety Council**
Western Region
111 Triton Drive, Suite 201
Foster City, California 94404
- **Willis Corroon Corporation of Seattle**
701 Fifth Avenue, 4200 Columbia Center
PO Box 34201 (Zip 98124)
Seattle, Washington 98104
- **State of Idaho Agencies**
The Office of the Governor
Department of Administration (See Chapter XVIII, Resources)
Department of Agriculture
Department of Correction
Department of Health and Welfare
Department of Transportation
Division of Building Safety (See Chapter XVIII, Resources)
Division of Human Resources (See Chapter XVIII, Resources)
Office of Attorney General (See Chapter XVIII, Resources)
Office of the State Fire Marshal, The (See Chapter XVIII, Resources)
State Insurance Fund (See Chapter XVIII, Resources)
- **State Library** (See Chapter XVIII, Resources)

CHAPTER XVIII – RESOURCES

RESOURCES

1. STATE AGENCIES

The State of Idaho's Home Page address lists State agencies by Departments. This can be an excellent resource tool. That website address is: <http://www.state.id.us/> .

Several Idaho State agencies provide services and assistance useful to agencies developing or refining a safety and loss control program. The following sections describe some of the services and assistance available from State agencies.

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A. Department of Administration

<http://www2.state.id.us/adm/>

The following sections briefly describe some of the services and assistance available to State agencies through the Department of Administration. Specifically, the following sections describe services and assistance available from the following organizations and programs, each of which is administered by the Department of Administration:

- (1) Office of Insurance Management;
- (2) Division of Public Works;
- (3) Employee Assistance Program; and
- (4) Office of Group Insurance.

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(1) Office of Insurance Management

<http://www2.state.id.us/adm/insurance/index.htm>

A primary role of the Office of Insurance Management is to determine the nature, extent, and placement of insurance for State agencies. In addition, the Office of Insurance Management processes property claims, automobile claims, and liability claims filed against State agencies. As part of that processing, the Office of Insurance Management furnishes all applicable State agencies with quarterly claims reports.

The Office of Insurance Management can help State agencies develop safety and loss control programs and can assist with loss control issues, particularly in the areas of property, automobile, and liability exposures. In addition, the Office of Insurance Management can assist agencies with a variety of risk-management techniques, including risk transfer to reduce liability exposure related to contracts.

Contacts:

Lori Autio
Loss Control Specialist
650 W. State Street, Suite 102
P.O. Box 83720
Boise, Idaho 83720-0079
Phone: (208) 332-1867
Fax: (208) 334-5315
lautio@adm.state.id.us

Joan Compton
Insurance Analyst
650 W. State Street, Suite 102
P.O. Box 83720
Boise, Idaho 83720-0079
Phone: (208) 332-1872
Fax: (208) 334-5315
jcompton@adm.state.id.us

Kit Coffin
Risk Management
Operations Supervisor
P.O. 83720
Boise, Idaho 83720-0079
Phone: (208) 332-1871
Fax: (208) 334-5315
kcoffin@adm.state.id.us

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(2) Division of Public Works

<http://www2.state.id.us/adm/pubworks/index.htm>

The Division of Public Works consists of project management, leasing, and facilities services. Each is briefly described below.

Project Management develops budgets for State building and renovation projects, oversees the selection of architects and engineers, conducts technical reviews of project plans and specifications, supervises the bidding process for building and renovation projects, assures project construction according to approved plans and specifications, and administers both the State roofing and asbestos abatement programs.

Leasing prepares requests for proposals for office space to be leased by the State, negotiates lease rates and approves all leases, and oversees leases for approximately 1.35 million square feet of State-occupied space.

Facilities Services provides property management services for approximately 1.2 million square feet of occupied State-owned buildings and their grounds, provides environmental control systems, building maintenance, custodial services and security services, manages the Capitol Mall security program, and maintains the Capitol Mall grounds.

Contact: Larry Osgood, Administrator
Department of Administration
Division of Public Works
502 N 4th Street
P.O. Box 83720
Boise, Idaho 83720-0072
Phone: (208) 332-1911
Fax: (208) 334-4031
losgood@adm.state.id.us

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(3) Employee Assistance Program (EAP)

http://www2.state.id.us/adm/insurance/grp/contracts/ibhp_2001.htm

Employee Assistance Program (EAP) benefits are available through the Integrated Behavioral Health Plan (IBHP) to all State employees and their immediate family members who are eligible for medical benefits. The EAP portion of the IBHP provides confidential counseling services including the following:

- (a) Supervisory assistance;
- (b) Conflict resolution;
- (c) Critical incident stress debriefing;
- (d) Supervisory assistance;
- (e) Substance-abuse evaluations; and
- (f) Short-term counseling.

The EAP also offers training seminars in a variety of subjects, including managing conflict and violence in the workplace. For information about available training, contact the Business Psychology Associates contact person listed below.

Contact: Patrick Gauthier
Director of Contract Services
Business Psychology Associates
300 Mallard Drive, Suite 350
Boise, Idaho 83706
Phone: (208) 343-4080
Toll Free: 1-800-486-4372
Internet: <http://www.bpahealth.com/>

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(4) Office of Group Insurance

http://www2.state.id.us/adm/insurance/group_index.htm

The Office of Group Insurance negotiates for and purchases group insurance benefits for State employees and their eligible dependents. Any employee who works at least twenty (20) hours per week and expects to work beyond five (5) months in any consecutive twelve (12) month period is eligible to receive the following group insurance coverage:

- (a) Medical/dental;
- (b) Integrated Behavioral Health Plan (IBHP);
- (c) Basic life/dependent life;
- (d) Accidental death and dismemberment; and
- (e) Short-term and long-term disability.

Contact: Cindy C. Dickinson
Group Insurance Operations Supervisor
Office of Group Insurance
650 W State Street, Room 100
P.O. Box 83720
Boise, Idaho 83720-0079
Phone: (208) 332-1861
Fax: (208) 334-5315
Toll Free: 1-800-531-0597
cdickins@adm.state.id.us

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B. Bureau of Disaster Services

<http://www2.state.id.us/bds/index.htm>

The Bureau of Disaster Services represents the Governor in all matters related to disasters. In addition, the Bureau coordinates all activities of the State agencies in disaster services. The Bureau prepares, maintains, and updates a State disaster plan based on the principle of self-help at each level of government within the State. The Bureau develops procedures for and administers programs of assistance to State and local governments, private and nonprofit institutions, and other groups and individuals eligible to receive assistance in declared disasters or emergencies. The Bureau can also assist State agencies in developing and revising local and intergovernmental disaster plans and business resumption plans.

Contact: Patrick H. Frischmuth
Assistant Deputy Director
Military Division, Building 600
4040 Guard Street
Boise, Idaho 83705-5004
Phone: (208) 334-2336, ext. 310
Fax: (208) 334-2322
pfrishm@bds.state.id.us

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C. Division of Building Safety

http://www2.state.id.us/dbs/dbs_index.html

The Division of Building Safety conducts a variety of building and workplace inspections in order to promote the health, safety, and welfare of Idaho's citizens. Inspections are based on State-adopted building, electrical, and plumbing codes, as well as general safety and health standards.

Contacts: *Building Safety Inspections Building-Codes Programs*

Mike Poulin
Supervisor
Industrial Safety
1090 E. Watertower Street
Meridian, Idaho 83642
Phone: (208) 332-8967
Fax: (208) 855-9494
mpoulin@dbs.state.id.us

Jack Rayne
Manager
Building Programs
1090 E. Watertower Street
Meridian, Idaho 83642
Phone: (208) 332-7151
Fax: (208) 855-9399
jrayne@dbs.state.id.us

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D. Office of the Attorney General (Civil Litigation Division)

<http://www2.state.id.us/ag/>

The Civil Litigation Division works closely with agency Deputy Attorneys General to ensure that employees' rights are not inadvertently violated. In addition, the division provides advice on state and federal laws governing public employment and defends personnel actions brought against the State.

Contact: Ron Christian
Deputy Attorney General
Civil Litigation Division
650 W. State Street, Lower Level LBJ Building
P.O. Box 83720
Boise, Idaho 83720-0010
Phone: (208) 334-2400
Fax: (208) 334-2830
rchristi@ag.state.us

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E. Division of Human Resources

<http://www.dhr.state.id.us/>

The Division of Human Resources (DHR) administers the personnel system for classified Idaho employees. Professional and career development opportunities are also available through the DHR for state employees. To thrive in an ever-changing and demanding work environment, employees must keep their skills current. Supervisors and managers must be competent in leading others. Managers, supervisors, and employees all share accountability for knowledge and skill development. Designed to meet the personal challenges of all employees, various courses offered through open-enrollment from DHR provide knowledge and skill-building. The Certified Public Manager Program is the preferred management development program within the State and is coordinated through the DHR. The DHR can assist agencies to find suitable instructors, consultants, or training packages to meet their specific needs. Information about courses, training schedules and requisition procedures can be accessed at <http://www.dhr.state.id.us/>. Agencies are encouraged to contact the DHR for assistance with employee training and employment law. Examples would include wrongful termination, sexual harassment, and civil rights.

Contacts:

Human Resource Management

Ann Heilman
Administrator
Division of Human Resources
700 W. State Street
P.O. Box 83720
Boise, Idaho 83720-0066
Phone: (208) 334-3345
Toll-Free: 1-800-554-5627
Fax: (208) 334-3182
aheliman@dhr.state.id.us

Employment Law

Dan Steckel
Deputy Attorney General
Division of Human Resources
700 W. State Street
P.O. Box 83720
Boise, Idaho 83720-0066
Phone: (208) 334-3596
Toll-Free: 1-800-554-5627
Fax: (208) 334-3182
dsteckel@dhr.state.id.us

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Employee Training

Connie Pratt
State Training Officer
Division of Human Resources
700 W. State Street
P.O. Box 83720
Boise, Idaho 83720-0066
Phone: (208) 334-3346
Toll-Free: 1-800-554-5627
Fax: (208) 334-3182
cpratt@dhr.state.id.us

Employee Relations

Lynn Steele
Management Consultant /
Employee Relations Specialist
Division of Human Resources
700 W. State Street
P.O. Box 83720
Boise, Idaho 83720-0066
Phone: (208) 334-3345
Toll-Free: 1-800-554-5627
Fax: (208) 334-3182
steele@dhr.state.id.us

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F. State Fire Marshal

<http://www.doi.state.id.us/firemars.cfm>

The State Fire Marshal oversees six (6) Deputy Fire Marshals, all of whom can assist State agencies with fire prevention and investigation activities, including fire-extinguisher training, evacuation techniques, fire-code compliance, storage of hazardous or flammable materials, local alarms, and sprinkler systems. In order that a thorough investigation may be conducted, agencies suffering a loss from fire should immediately contact the State Fire Marshal's office.

Contacts:

Mark Larson
State Fire Marshal
Department of Insurance
700 W. State Street, 3rd Fl
P.O. Box 83720
Boise, Idaho 83720-0043
Phone: (208) 334-4370
Fax: (208) 334-4375
mlarson@doi.state.id.us

Southwest Idaho

Don Dillard
Chief Deputy
State Fire Marshal
Investigation
700 W. State Street, 3rd Fl
P.O. Box 83720
Boise, Idaho 83720-0043
Phone: (208) 334-4370
Fax: (208) 334-4375
ddillard@doi.state.id.us

Eastern Idaho

Richard Hahn
Deputy State Fire Marshal
Investigation
1820 E. 17th Street
Suite 365
Idaho Falls, Idaho 83404
Phone: (208) 525-7209
Fax: (208) 525-7066
rhahn@micron.net

Southwest Idaho

Scott Buck
Chief Deputy
State Fire Marshal
Prevention
700 W. State Street, 3rd Fl
P.O. Box 83720
Boise, Idaho 83720-0043
Phone: (208) 334-4370
Fax: (208) 334-4375
sbuck@dbi.state.id.us

Eastern Idaho

Terry Edwards
Deputy State Fire Marshal
Prevention
1820 E. 17th Street
Suite 365
Idaho Falls, Idaho 83404
Phone: (208) 525-7022
Fax: (208) 525-7066
tedwards@micron.net

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Northern Idaho

Glenn Lauper
Deputy State Fire Marshal
Investigation
2005 Ironwood Parkway
Suite 143
Coeur d'Alene, Idaho 83814
Phone: (208) 769-1447
Fax: (208) 666-6767
glauper@micron.net

Northern Idaho

Jim Macklin
Deputy State Fire Marshal
Prevention
1719 Hemlock Avenue
Lewiston, Idaho 83501
Phone: (208) 799-5024
Fax: (208) 799-5155
jmacklin@micron.net

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G. State Insurance Fund

<http://www2.state.id.us/isif/index.htm>

The Idaho State Insurance Fund provides workers' compensation insurance coverage for all State agencies. Risk management consultants in Boise and in five (5) district offices provide loss prevention assistance directly to their policyholders.

Risk management services include assistance in establishing loss prevention programs, review of programs already in place, and supervisor training in conducting effective loss-prevention activities and in methods for reducing losses. Training sessions and group presentations on a variety of other topics can also be arranged. In addition, an industrial hygienist provides services related to occupational health concerns.

The State Insurance Fund provides policyholders with quarterly and annual claim reports and cost analysis summaries. These documents enable policyholders to analyze their performance in order to better understand the relationship between the cost of insurance and the cost of injuries.

Contact:

Marty Andersen
State Insurance Fund
Risk Management Consultant
1215 W. State Street
P.O. Box 83720
Boise, Idaho 83720-0044
Phone: (208) 332-2236
Fax: (208) 334-3696
manderso@isif.state.id.us

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H. Idaho State Library

<http://www.lili.org/isl/index.htm>

The Idaho State Library promotes, improves, and delivers library services to people in Idaho. Among its many programs are information services for State government employees and officials who need job-related information.

The State Library's collection includes books, periodicals, State and Federal government publications, videos, audio cassettes and other materials. Experienced reference librarians are available to locate information and provide resources on a variety of subjects of interest to State government; they provide prompt in-person, telephone, and e-mail reference service to respond to requests for information on a wide range of subjects. Computer searches may be conducted in a variety of databases to produce tailor-made bibliographies. In addition, materials that the State Library does not own may be obtained from other libraries, including libraries located throughout Idaho and the U.S. The State Library also makes available a collection of videos, including videos on management and interpersonal relations. (For a full reference to all Idaho State Library Resources - see <http://www.lili.org/isl/index.htm>).

Contacts:

Sue Walker
Public Services Manager
325 W. State Street
Boise, Idaho 83702
Phone: (208) 334-2150
Fax: (208) 334-4016
swalker@isl.state.id.us

Dottie Blackwell
Film and Video Collection Mgr.
325 W. State Street
Boise, Idaho 83702
Phone: (208) 334-2150
Fax: (208) 334-4016
dblackwe@isl.state.id.us

Carol Silvers
State Documents Coordinator
325 W. State Street
Boise, Idaho 83702
Phone: (208) 334-2150
Fax: (208) 334-2194
csilvers@isl.state.id.us

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2. OTHER ORGANIZATIONS

The organizations described below can provide assistance to agencies developing a safety and loss control program. For more information, contact the organization's local representative.

A. American Red Cross

<http://www.redcross.org/>

The American Red Cross offers training in first aid and cardiopulmonary resuscitation (CPR), usually for a nominal fee.

B. Local Fire Departments

Most local fire departments in cities and counties throughout Idaho are more than willing to assist State agencies with fire-drill programs and other fire-prevention activities. Many local fire departments can also assist in training for State employees.

C. Law Enforcement

Local Law Enforcement departments offer community educational programs covering such matters as personal safety in the workplace, travel safety, preventing workplace violence, and security surveys.

D. City-County Government

Many of Idaho's larger cities and counties have established various safety and/or risk management programs and are willing to share information with requesting State agencies.

Other States having comparable state programs or agencies which can be beneficial to Idaho agencies seeking to establish new safety programs.

Many local governments are willing to participate with State agencies in co-sponsoring safety training efforts in their particular regions of the State.

Counterpart state agencies outside Idaho can be contacted regarding established safety related programs.

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3. TRAINING VIDEOS

Safety and loss-control videos, which other agencies can borrow for use in management and employee training programs, are available from Risk Management, the Division of Building Safety, the Idaho Transportation Department, the Office of the State Fire Marshal and the Idaho State Library.

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4. INTERNET SAFETY AND LOSS CONTROL RESOURCES

Ada-City County Emergency Management	http://www.accem.org/
Agency for Toxic Substances and Disease Registry	http://www.atsdr.cdc.gov
American Red Cross	http://www.redcross.org/
Americans With Disabilities Act (ADA)	http://www.usdoj.gov/crt/ada/adahom1.htm
Bureau of Labor Statistics	http://www.bls.gov/
CDC (Centers for Disease Control and Prevention)	http://www.cdc.gov/
Department of Transportation	http://www.dot.gov/
Environmental Protection Agency (EPA)	http://www.epa.gov/
Fed World	http://www.fedworld.gov/
Federal Emergency Management Agency (FEMA)	http://www.fema.gov/
Government Printing Office	http://www.access.gpo.gov/
Institute For Business & Home Safety	http://www.ibhs.org/
Mine Safety and Health Administration (MSHA)	http://www.msha.gov/
MSU Radiation, Chemical & Biological Safety	http://www.orcbs.msu.edu/
National Institute for Occupational Safety and Health (NIOSH)	http://www.cdc.gov/niosh/homepage.html
National Institute of Environmental Health Sciences	http://www.niehs.nih.gov/
National Safety Council	http://www.nsc.org/
National Sanitation Foundation (NSF)	http://www.nsf.org/
National Science Foundation	http://www.nsf.gov/
Nuclear Regulatory Commission (NRC)	http://www.nrc.gov/
Occupational Safety and Health Administration (OSHA)	http://www.osha.gov/
Public Agency Risk Managers Association (PARMA)	http://parma.com/
RiskVue – A Risk Management on line Magazine from Griffin Communications, Inc.	http://www.riskvue.com/
Rocky Mountain Center for Occupational and Environmental Health	http://rocky.utah.edu/

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Safety Online	http://www.safetyonline.com/content/homepage/default.asp?VNETCOOKIE=NO
The American Society of Safety Engineers	http://www.asse.org/
University of Virginia EPA Chemical Substance Factsheets	http://keats.admin.virginia.edu/
UVA's Video Display Ergonomics page	http://keats.admin.virginia.edu/ergo/vdt.html
Vermont Safety Information Resources on the Internet Web Site	http://www.hazard.com/

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5. EXECUTIVE ORDERS

- **EXECUTIVE ORDER NO. 2000-16**
Regarding the Utilization and Oversight of the Use of State Vehicles by State Employees
http://www2.state.id.us/gov/mediacenter/execorders/eo00/eo_2000_16.htm
- **EXECUTIVE ORDER NO. 2000-09**
Idaho Code of Fair Employment Practices
(Repealing and Replacing Executive Order No. 95-08)
http://www2.state.id.us/gov/mediacenter/execorders/eo00/eo_2000_09.htm
- **EXECUTIVE ORDER NO. 2000-04**
Assignments of All-Hazard Mitigation, Preparedness, Response and Recovery Functions to State Agencies in Support of Local and State Government Prior to and During Emergencies and Disasters
(Repealing and Replacing Executive Order No. 96-01)
http://www2.state.id.us/gov/mediacenter/execorders/eo00/eo_2000_04.htm
- **EXECUTIVE ORDER NO. 2000-02**
Establish the Capitol Mall Area as a Weapon Free Zone
(Repealing and Replacing Executive Order No. 96-03)
http://www2.state.id.us/gov/mediacenter/execorders/eo00/eo_2000_02.htm
- **EXECUTIVE ORDER NO. 99-6**
Continuing State of Idaho Comprehensive Safety and Loss Control Policy
(Repealing and Replacing Executive Order No. 98-02)
<http://www2.state.id.us/gov/execord/eo99/EO99-06.htm>
- **EXECUTIVE ORDER NO. 98-11**
State of Idaho Comprehensive Policy on the Use of Aircraft by All Civilian State Agencies
(Replacing Executive Order No. 94-06)
<http://www2.state.id.us/gov/execord/EO98/Eo98-11.htm>
- **EXECUTIVE ORDER NO. 97-16**
Establishment of the Idaho Alcohol and Drug-Free Workplace Policy
(Replacing Executive Order No. 93-08)
<http://www2.state.id.us/gov/execord/EO97/eo97-16.htm>

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CHAPTER XIX – LOSS HISTORY REPORTS

1. WORKERS' COMPENSATION CLAIMS REPORT

**WORKERS' COMPENSATION CLAIMS REPORT
January 1, 1999 to January 1, 2002***

	<i>1/1/1999 to 1/1/2000</i>			
	FTP as of 1/1/2000***	No. Claims	Incurred Costs	Loss Ratio
Agriculture	383	41	\$104,855	54.07%
Corrections	1,358	149	\$750,412	110.43%
Fish & Game	650	115	\$154,345	41.68%
Dept. Health & Welfare	4,120	415	\$1,100,246	104.61%
Idaho Trans. Dept.	1,874	108	\$633,523	61.25%
Idaho State Police	475	71	\$113,311	47.61%
Parks & Rec.	219	27	\$32,213	20.68%
Boise State University	1,655	103	\$483,195	173.42%
Idaho State University	1,713	105	\$78,993	24.58%
University of Idaho	2,880	165	\$272,021	29.82%
Focus 10	15,327	1,299	\$3,723,114	71.10%
Statewide Total	22,904	1,592	\$4,823,475	72.80%

	<i>1/1/2000 to 1/1/2001</i>			
	FTP as of 1/1/2001	No. Claims	Incurred Cost	Loss Ratio
Agriculture	387	46	\$199,989	104.97%
Corrections	1,388	176	\$514,939	66.25%
Fish & Game	654	107	\$348,042	82.06%
Dept. Health & Welfare	4,268	436	\$1,428,511	145.14%
Idaho Trans. Dept.	1,949	124	\$756,988	65.01%
Idaho State Police	489	60	\$254,019	85.68%
Parks & Rec.	221	29	\$163,050	91.97%
Boise State University	1,704	103	\$308,328	76.13%
Idaho State University	1,857	98	\$489,350	134.62%
University of Idaho	3,063	222	\$496,163	48.16%
Focus 10	15,980	1,401	\$4,959,379	85.31%
Statewide Total	23,954	1,660	\$5,448,678	71.48%

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	<i>1/1/2001 to 1/1/2002**</i>			
	FTP as of 1/1/2002	No. Claims	Incurred Cost	Loss Ratio
Agriculture	363	37	\$251,912	124.35%
Corrections	1,394	169	\$595,241	63.74%
Fish & Game	669	105	\$236,424	49.95%
Dept. Health & Welfare	3,466	345	\$1,067,903	97.44%
Idaho Trans. Dept.	1,952	133	\$2,670,406	195.23%
Idaho State Police	500	66	\$242,674	74.16%
Parks & Rec.	223	38	\$68,225	38.73%
Boise State University	1,802	127	\$367,425	78.14%
Idaho State University	1,892	123	\$280,748	71.17%
University of Idaho	3,109	210	\$459,036	41.53%
Focus 10	15,369	1,353	\$6,239,994	95.31%

Statewide Total	24,194	1,965	\$7,989,014	91.16%
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* All premium and loss figures are based on data available as of 5/28/2002

** Some 2001 Loss Ratios are based on estimated annual premium.

*** Active Employee Count from Legislative Handbook

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CHAPTER XIX – LOSS HISTORY REPORTS

2. STATE OF IDAHO PROPERTY & LIABILITY LOSS HISTORY REPORT

STATE OF IDAHO
Property & Liability Loss History Report

Claims Valued as of 9/9/02

Focus 10 Agencies	FTP's(**)	Property		Auto Phy. Damage		Auto Liability		General Liability	
		No.	Total	No.	Total	No.	Total	No.	Total
		Claims	Incurred	Claims	Incurred	Claims	Incurred	Claims	Incurred
<i>Fiscal Year: 1998</i>									
Agriculture	323	0	\$0	4	\$7,222	1	\$492	1	\$22,244
Corrections	1,144	2	\$17,919	9	\$12,534	7	\$61,959	100	\$204,438
Fish & Game	486	5	\$30,741	5	\$5,754	4	\$559	18	\$31,477
Health & Welfare	3,200	29	\$21,322	8	\$2,645	1	\$776	45	\$549,896
Parks & Rec.	125	0	\$0	4	\$5,045	2	\$2,390	15	\$143,296
Transportation	1,670	4	\$42,647	1	\$167	206	\$133,251	722	\$915,627
Idaho State Police	427	0	\$0	1	\$0	6	\$12,933	25	\$438,223
Boise State University	1,328	17	\$128,156	5	\$3,902	6	\$11,068	22	\$147,866
Idaho State University	1,164	11	\$311,600	6	\$3,597	2	\$6,351	20	\$23,733
University of Idaho	2,135	22	\$64,263	9	\$8,299	1	\$4,190	27	\$56,966
Total Focus 10	12,002	90	\$616,648	52	\$49,165	236	\$233,969	995	\$2,533,766

<u>Fiscal Year: 1999</u>									
Agriculture	348	1	\$0	3	\$33,878	1	\$3,302	3	\$3,079
Corrections	1,273	1	\$4,045	16	\$15,695	5	\$1,163	109	\$373,439
Fish & Game	477	8	\$15,884	8	\$17,448	0	\$0	12	\$11,245
Health & Welfare	3,260	14	\$27,454	29	\$21,701	4	\$6,006	46	\$1,111,615
Parks & Rec.	131	0	\$0	2	\$1,001	1	\$250	19	\$59,286
Transportation	1,702	3	\$0	4	\$5,139	219	\$193,050	438	\$1,013,204
Idaho State Police	429	0	\$0	1	\$998	9	\$360,727	39	\$426,298
Boise State University	1,382	7	\$9,564	10	\$11,691	2	\$0	24	\$77,527
Idaho State University	1,222	8	\$22,906	6	\$2,724	0	\$0	24	\$203,170
University of Idaho	2,181	21	\$90,564	12	\$18,426	0	\$0	38	\$98,873
Total Focus 10	12,405	63	\$170,417	91	\$128,701	241	\$564,498	752	\$3,377,736

<u>Fiscal Year: 2000</u>									
Agriculture	340	2	\$3,465	2	\$1,335	0	\$0	2	\$1,109
Corrections	1,291	1	\$31	22	\$30,543	1	\$90	133	\$495,401
Fish & Game	469	7	\$4,237	12	\$12,029	7	\$8,772	17	\$31,773
Health & Welfare	3,289	10	\$50,009	14	\$13,942	5	\$10,157	29	\$215,360
Parks & Rec.	133	2	\$663	1	\$4,104	0	\$0	15	\$5,989
Transportation	1,763	5	\$23,938	0	\$4,104	274	\$175,900	492	\$406,027
Idaho State Police	440	0	\$0	4	\$15,269	5	\$2,647	55	\$116,890
Boise State University	1,418	14	\$42,219	10	\$4,446	1	\$0	27	\$15,283
Idaho State University	1,275	12	\$20,532	3	\$2,230	2	\$5,475	25	\$57,000
University of Idaho	2,232	13	\$84,979	20	\$27,772	6	\$19,349	31	\$236,820
Total Focus 10	12,650	66	\$230,073	88	\$115,774	301	\$222,390	826	\$1,581,652

STATE OF IDAHO
SAFETY AND LOSS CONTROL PROGRAM MODEL

CHAPTER XIX – LOSS HISTORY REPORTS

Focus 10 Agencies	FTP's(**)	Property		Auto Phy. Damage		Auto Liability		General Liability	
		No. Claims	Total Incurred	No. Claims	Total Incurred	No. Claims	Total Incurred	No. Claims	Total Incurred
<i>Fiscal Year 2001</i>									
Agriculture	363	0	\$0	3	\$2,144	0	\$0	3	\$10,900
Corrections	1,394	3	\$49,090	21	\$31,099	11	\$30,667	160	\$323,109
Fish & Game	669	13	\$153,969	10	\$9,612	4	\$5,699	9	\$4,423
Health & Welfare	3,466	19	\$13,244	13	\$24,182	3	\$6,555	31	\$200,359
Parks & Rec.	1,952	3	\$62,726	3	\$2,934	1	\$6,050	30	\$22,191
Transportation	500	3	\$11,771	4	\$5,800	215	\$267,798	438	\$440,578
Idaho State Police	223	0	\$0	2	\$4,700	2	\$517	25	\$16,725
Boise State University	1,802	13	\$93,684	15	\$15,088	2	\$369	21	\$34,270
Idaho State University	1,892	4	\$2,222	3	\$3,115	1	\$474	7	\$17,031
University of Idaho	3,109	13	\$104,824	19	\$23,652	6	\$14,246	35	\$65,108
Total Focus 10	15,370	71	\$491,530	93	\$122,326	245	\$332,375	759	\$1,134,694

(**) Employee counts are based on calendar year from Legislative Handbook

STATE OF IDAHO
SAFETY AND LOSS CONTROL PROGRAM MODEL

CHAPTER XIX – LOSS HISTORY REPORTS

3. STATEWIDE SAFETY AND LOSS CONTROL COMMITTEE (SSLCC) LOSS REPORT

**STATEWIDE SAFETY AND LOSS CONTROL COMMITTEE (SSLCC)
LOSS REPORT**

DEFINITIONS:

- **FTP:** The number of full time employees.
- **IBNR:** Claim incurred but not reported in the fiscal year of occurrence.

NOTATIONS:

The property and liability loss history figures contained in the report are valid as of the date of these reports. The number of claims and dollars associated with these claims may change periodically due to IBNR's and changes in reserve or paid values.

Worker's compensation claims are based on calendar year experience, valued as of the date of the report. Property and liability values are based on Fiscal Year, valued as of the date of the report.

CLAIM COUNT:

The property and liability loss history report includes incident reports (accidents reported, however, a tort claim has not been filed) and tort claims in the claim count figures.

LOSS CATEGORIES:

- **Property** – Loss perils include fire, smoke, windstorm, hail, vandalism, etc.
- **Automobile Physical Damage** – Loss perils include collision or vehicle upset and fire, lightning, windstorm, hail, theft, vandalism, glass breakage, etc.
- **Automobile Liability** – Claims include liability to third parties for claims involving rear-ended accidents, backing, head-on collisions, passing/turning, disregarded traffic signals, failure to yield, etc.
- **General Liability** – This category is very broad and includes personal injury claims, employment law claims, and other miscellaneous liability claims.
 - **Personal Liability** claims – Includes false arrest, false imprisonment, libel, slander, wrongful eviction, etc.
 - **Employment Liability** claims – Includes wrongful termination, civil rights violations, sexual harassment, discrimination, etc.
 - **Miscellaneous Liability** claims – Includes failure to supervise, pollution liability, improper treatment/diagnosis, improper signing, improper highway/building design, improper training, improper procedures, improper handling of contracts, product liability, third party slip and fall accidents, etc.

OTHER SAFETY AND LOSS CONTROL AREAS:

- **Defensive Driving Courses** – From June 19, 1996 through May 1, 2002, 3,361 State employees have participated in these classes.